

APPENDIX C — DEPARTMENTAL PLANS

C - 1



GOVERNOR OF MISSOURI

JEREMIAH W. JAY NIXON  
GOVERNOR

JEFFERSON CITY  
65102

P.O. Box 720  
(573) 751-3222

RECEIVED & FILED

DEC 30 2011

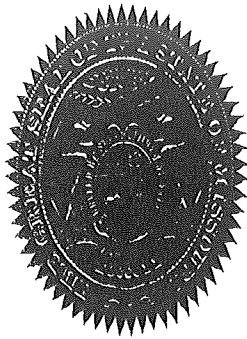
The Honorable Robin Carnahan  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

*Robin Carnahan*  
SECRETARY OF STATE  
COMMISSION DIVISION

Dear Secretary Carnahan:

The attached revised departmental plan for the Office of Administration dated November 16, 2011 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

*Jeremiah W. Jay Nixon*  
GOVERNOR

12/29/11

DATE

ATTEST:

*Robin Carnahan*  
SECRETARY OF STATE

[www.governor.mo.gov](http://www.governor.mo.gov)



JEREMIAH W. (JAY) NIXON  
GOVERNOR

KELVIN L. SIMMONS  
COMMISSIONER

STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
JEFFERSON CITY

STATE CAPITOL, ROOM 125  
P. O. BOX 809  
JEFFERSON CITY, MO 65102  
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November 18, 2011

The Honorable Jeremiah W. (Jay) Nixon  
Governor of Missouri  
State Capitol, Room 216  
Jefferson City, Missouri 65101

Dear Governor Nixon:

In accordance with the Reorganization Act of 1974, I respectfully submit the attached updated department plan for the Office of Administration. Changes to the plan update OA's structure to reflect:

- Deletion of the Missouri State Employees' Voluntary Life Insurance Commission, in accordance with HB 464 which repealed the Commission and reassigned the duties to my office (signed into law July 8, 2011 and effective August 28, 2011.) This change is also made on the organizational chart.
- Minor updates to the descriptions of my office, divisions, and assigned entities.

Please find the attached department plan, organizational chart, and executive salary schedule submitted for your approval.

Sincerely,

A handwritten signature in cursive script that reads "Kelvin L. Simmons".

Kelvin L. Simmons  
Commissioner of Administration

Enclosures

### Office of Administration

The Office of Administration is the state's service and administrative control agency. Created by the general assembly on January 15, 1973, it combines and coordinates the central management functions of state government. Its responsibilities were clarified and amended by the Omnibus State Reorganization Act of 1974.

The chief administrative officer is the Commissioner of Administration, who is appointed by the Governor with the advice and consent of the Senate. The Commissioner appoints the Deputy Commissioner / Chief Counsel, Assistant Commissioner and the directors of the divisions who report directly to him. The divisions are Accounting; Budget and Planning; Facilities Management, Design and Construction; General Services; Information Technology Services; and Purchasing and Materials Management. The Director of the Division of Personnel is appointed by the Governor and reports to the Commissioner of Administration.

The Office of Equal Opportunity, created by Executive Order EO 10-24, assists and monitors state agencies in promoting and ensuring equal opportunity within state government through employment, provision of services, and operation of facilities.

The Commissioner's Office also coordinates the state's reporting related to the American Recovery and Reinvestment Act of 2009.

#### Division of Accounting

The Division of Accounting (DoA) provides central accounting and central payroll system services for state government, producing checks and electronic payments for state vendors and state employees. The DoA publishes annual statewide financial reports, administers bond sales for the Board of Fund Commissioners, Board of Public Buildings, and Board of Unemployment Fund Financing, and administers the social security coverage for all employees of the state and its political subdivisions.

#### Division of Budget and Planning

The Division of Budget and Planning (DBP) analyzes state government programs and provides recommendations and information to the Commissioner of Administration, Governor, general assembly, and state agencies regarding fiscal and other policies. The DBP prepares the budget instructions, reviews agency budget requests, prepares the annual executive budget, analyzes economic and demographic conditions, forecasts state revenues, and conducts technical policy and program analyses. To assist in state government management, the DBP controls appropriation allotments, manages the automated state budget system, prepares legislative fiscal notes, reviews legislation, tracks agency performance measures, analyzes and develops policy options, and reviews federal issues and their impact on Missouri. The DBP prepares population estimates and projections required by state and local agencies, and is Missouri's liaison to the United States Bureau of the Census.

#### Division of Facilities Management, Design and Construction

The Division of Facilities Management, Design and Construction (FMDC) operates, maintains, and manages state-owned office buildings and other structures at the seat of government and other locations within the state. FMDC oversees leased property for agencies statewide and is also responsible for design, construction, renovation, and repair of state facilities. Review of all requests for appropriations for capital improvements also falls under the responsibilities of FMDC.

The division's Administrative/Legal Unit consists of the following sections: Legal, Contracts, Fiscal/Accounting, and Employee Relations. This unit has oversight of the division's overall administrative and fiscal issues. The Real Estate Services fiscal section provides budgeting and payment processing for state-owned and leased facilities.

The Operations/Planning Unit maintains state-owned buildings and grounds for agencies that are tenants in state-owned office buildings as well as buildings for the Department of Corrections, Elementary and Secondary Education, Mental Health, Youth Services, and the Missouri Highway Patrol. The division manages structures in the capitol complex, including the State Capitol and the executive mansion. In addition, the unit operates state office buildings in St. Joseph, Kansas City, Springfield, and St. Louis. Institutional operations include providing maintenance management services for correctional, mental health, highway patrol, youth services, and state school facilities. These services include providing the maintenance management staff and the authorization and administration of maintenance funding.

In addition, this unit is responsible for the oversight of maintenance and repair as well as new construction projects at state facilities (excluding Higher Education, Conservation, and Missouri Department of Transportation projects). The unit develops, contracts, reviews and has oversight of plans and specifications for statewide construction, selects architectural/engineering consultants, and oversees expenditures of capital improvement appropriations statewide. The unit also has oversight of the state's ID Badge Security System.

The Energy Unit is responsible for monitoring energy consumption in state-owned buildings and continues to develop and implement programs to help departments comply with the Governor's *Executive Order 09-18*, mandating a reduction of energy consumption in state-owned buildings. This unit also assists SEMA in providing emergency services during disaster relief efforts.

The Real Estate Services Unit coordinates real estate transactions on behalf of the state to include conveyance of state-owned property, purchase of property and granting easements. The unit also oversees leases within state-owned and leased space for state agencies throughout Missouri.

#### Division of General Services

The Division of General Services provides essential support services to state departments and to the Office of Administration. State Printing provides comprehensive reproduction services including design, printing, finishing, and quick copy services. Central Mail Services advises agencies on efficient mailing practices, and provides comprehensive mailing services to most state agencies operating within the Jefferson City area. Risk Management administers the Legal Expense Fund and the workers' compensation program for state employees, purchases insurance as required, and advises state agencies on risk management issues. Vehicle Maintenance operates a centralized maintenance facility to provide mechanical repairs and body shop services for state vehicles based in the Mid-Missouri area. Fleet Management establishes statewide policies governing state vehicle operations and management; coordinates a centralized fleet information system; operates a consolidated car pool serving agencies in the Jefferson City area; and serves as a resource for fleet management issues. General Services also provides administrative support and staffing to operate the Missouri Public Entity Risk Management Fund (MOPERM) program and coordinates the Missouri State Employees Charitable Campaign.



**Information Technology Services Division**

The mission of the Information Technology Services Division (ITSD) is to provide technology services and solutions to the state's departments and agencies so that they can efficiently and effectively fulfill their missions. The division provides network, data center, and telecommunication services for most of Missouri State Government. Led by the Chief Information Officer, the division sets a foundation for a unified IT office that delivers superior quality at reduced cost.

**Division of Personnel**

The Division of Personnel (DoP) is responsible for the State's human resource management system, and oversees the Uniform Classification and Pay System, and develops and administers a management training program, as established in the State Personnel Law (Chapter 36, RSMo). The DoP is also responsible for the oversight of the statewide performance appraisal system (PERforM).

The Missouri Merit System is based on the principles of merit and fitness as determined by competitive examinations for employment, as well as objective and consistent human resource management policies and procedures. The system also grants employees the ability to appeal disciplinary actions. Approximately 33,000 state employees in six state departments (Office of Administration, Corrections, Health and Senior Services, Mental Health, Natural Resources, and Social Services) and sections of three other departments (Economic Development, Labor and Industrial Relations and Public Safety) comprise the Missouri Merit System.

The Uniform Classification and Pay (UCP) system is designed to promote equity in pay among state employees in most executive branch agencies and to provide coordinated compensation policies. The UCP system covers approximately 36,000 employees of merit system agencies and employees from the departments of Agriculture, Economic Development, Higher Education (excluding colleges and universities), Insurance, Financial Institutions and Professional Registration, Labor and Industrial Relations, Public Safety, and Revenue.

The DoP is comprised of three distinct sections. The Employee Services Section reviews applications for employment; ensures employees are assigned to appropriate job classes; develops and administers position classifications for agencies covered by the UCP; and develops, updates, and administers merit system examinations. The Pay, Leave and Reporting Section provides information on the UCP system pay plan; interprets policies on pay, leave, and hours of work; provides workforce reports and assistance with the SAM II HR/Payroll System; maintains lists of individuals from whom agencies can select for Merit System jobs; ensures personnel transactions are in compliance with state personnel law; coordinates labor relations activities in individual state agencies including participation in negotiations with employee elected unions and approves agreements relating to uniform wages, benefits and those aspects of employment that have a fiscal impact on the state. The Center for Management and Professional Development creates and delivers leadership and professional development workshops and webinars for supervisors, managers and executives in Missouri state government, and to those private or public entities throughout the state to cultivate and enhance the management skills of their current and potential leaders and to promote their long-term business success. The Center also provides administration of statewide employee recognition programs that include the State Employee Suggestion System, the Governor's Award for Quality and Productivity, State Employee Recognition Week and Day, State Employee of the Month, and the new WeSave Employee Discount Program.

**Division of Purchasing and Materials Management**

The Division of Purchasing and Materials Management (DPMM) is responsible for the procurement of all state-required supplies, materials, equipment, and professional or general services, except for those agencies exempted by law. The DPMM executes procurement functions in accordance with applicable statutes by maximizing competition in the procurement process, conducting evaluations and negotiations as appropriate, and awarding contracts to the "lowest and best" bidders. The materials management section, the State Agency for Surplus Property (SASP), is responsible for transfers and disposal of state surplus property to obtain the maximum return on investment. The SASP acquires property declared excess by federal government agencies to distribute to eligible Missouri entities. The SASP is also responsible for the statewide in-house recycling program.

**Boards and Commissions housed in the Office of Administration**

There are 17 boards and commissions which are assigned to or housed within the Office of Administration.

**Administrative Hearing Commission**

The Administrative Hearing Commission (AHC) is a neutral, independent administrative tribunal that decides disputes involving state agencies and another party, usually a private person or corporation. The AHC typically decides the cases after a trial-type hearing. It hears evidence and arguments from the state agency and from the other party. Any party, including the state agency, may seek review of the AHC's decision from the judicial branch. The AHC conducts hearings and resolves disputes relating to sales and income tax, professional licensing, employment actions of many state agencies, and many other matters. The AHC consists of not more than five members, appointed by the Governor and confirmed by the Senate, who serve six-year terms.

**Board of Fund Commissioners**

The Board of Fund Commissioners issues and redeems state general obligation bonds and performs other administrative activities related to state general obligation debt as assigned by law. The board is composed of the Governor, Lieutenant Governor, Attorney General, State Auditor, State Treasurer, and Commissioner of Administration. The Governor is president of the board, and the State Treasurer is secretary.

**Board of Public Buildings**

The Board of Public Buildings (BPB) has general supervision and charge of state facilities at the seat of government. The BPB also has the authority to issue revenue bonds for the construction of state office buildings and certain other facilities. The BPB is composed of the Governor, Lieutenant Governor, and Attorney General. The Governor serves as the chair, and the Lieutenant Governor is the secretary. The Speaker of the House of Representatives and the President Pro Tem of the Senate serve as ex officio members of the BPB but do not have the power to vote. The Office of Administration's Division of Facilities Management, Design and Construction and Division of Accounting assist the board in carrying out its responsibilities.

**Board of Unemployment Fund Financing**

The Board of Unemployment Fund Financing is authorized to issue debt or credit instruments to provide funds for the payment of unemployment benefits or maintaining an adequate fund balance in the unemployment fund, and as an alternative to borrowing or obtaining advances from the federal unemployment trust fund or for refinancing these loans or advances. The board is composed of the Governor, Lieutenant Governor, Attorney General, director of the Department of Labor and Industrial Relations, and the Commissioner of Administration. The Governor serves as chair, the Lieutenant Governor serves as vice chair, and the Commissioner of Administration serves as secretary.

**Children's Trust Fund**

The Children's Trust Fund (CTF) is a non-profit organization that works to prevent child abuse and neglect through grant distribution, public education, and awareness. CTF was established by state statute in 1983 as a public-private partnership governed by a 21-member Board of Directors, including seventeen public members appointed by the Governor, twelve upon the advice and consent of the Senate. Unique in its origin and mission, CTF is the only state agency to receive non-general revenue funding for the specific purpose of child abuse and neglect prevention. Funding is obtained from dedicated fees on marriage licenses and vital records, voluntary contributions designated on Missouri state income tax returns, sales of the specialty CTF prevent child abuse license plate, general donations, interest income from the Fund, and other grants. CTF funded programs include strengthening families, positive parenting, parent education and support, home visitation, mentoring, crisis nursery and respite care, fatherhood and grandparent support, prevention of Shaken Baby Syndrome, safe sleep environments for infants, infant nurturing, training, research, and community education.

**Governor's Council on Disability**

The Governor's Council on Disability (GCD) provides education and technical assistance to people with disabilities and the public about civil rights, employment, education, housing, and transportation; and expands equal access and full participation for all individuals with disabilities in their communities at the local, state, and federal levels. GCD works to ensure that proposed legislation respect the rights of people with disabilities through legislative updates and the Legislation Education Project. The Council offers annual programs such as the MO Youth Leadership Forum for students with disabilities and the Inclusion Awards, which honor employers, or other entities or individuals, who have done an outstanding job promoting the inclusion of people with disabilities in the state. The Governor appoints 21 members-at-large, representing each Congressional district. The chair is appointed with the advice and consent of the Senate. An executive director and staff serve the council and the public.

**Health and Educational Facilities Authority of the State of Missouri**

The Missouri Health and Educational Facilities Authority provides access to the capital markets in an effort to lower the cost of health and educational services in Missouri by providing high quality, readily available, low cost financing alternatives for Missouri public and private, non-profit health and educational institutions. The authority consists of seven members appointed by the Governor with the advice and consent of the Senate.

**Jackson County Sports Complex Authority**

The authority is authorized under the laws of the State of Missouri to plan, construct, operate, and maintain a sports stadium fieldhouse, indoor and outdoor recreational facilities center, playing fields, parking facilities, and other concessions within Jackson County. The authority is empowered to issue bonds. The bipartisan authority consists of five commissioners who are qualified voters of the State of Missouri and residents of Jackson County. The Jackson County Commission submits a list of candidates to the Governor who appoints members from that list of candidates. The commissioners serve terms of five years.

**Martin Luther King Jr. State Celebration Commission**

The commission considers and recommends to individuals and organizations appropriate activities for the recognition and celebration of Martin Luther King Day in Missouri. The commission consists of nineteen members who serve at the pleasure of the Governor.

**Missouri Citizens' Commission on Compensation for Elected Officials**

The Missouri Citizens' Commission on Compensation for Elected Officials was established to ensure that the power to control the rate of compensation of elected officials of this state is retained and exercised by taxpaying citizens of the state. Every two years, the commission reviews the relationship of compensation to the duties of all elected state officials. The commission's recommendation of a salary schedule shall become effective unless disapproved by the General Assembly. The 22-member commission members serve four-year terms. Twelve members are appointed by the Governor with advice and consent of the Senate, one member is selected at random by the Secretary of State from the registered voters of each congressional district, and one member is a retired judge appointed by the Supreme Court.

**Missouri Ethics Commission**

The Missouri Ethics Commission (MEC) is charged with the enforcement of conflict of interest and lobbying laws and campaign finance disclosure laws. The MEC is composed of six members, appointed by the Governor with advice and consent of the Senate. These members must be from different congressional districts. Not more than two members appointed from the even-numbered congressional districts shall be members of the same political party, and no more than two members from the odd-numbered congressional districts shall be members of the same political party.

**Missouri Minority Business Advocacy Commission**

The Missouri Minority Business Advocacy Commission (MBAC) identifies and assesses the needs of minority businesses throughout the state; initiates aggressive programs to assist minority businesses in obtaining state and federal procurement; makes recommendations regarding state policies, programs, and procedures; and provides a focal point to assist and counsel minority small businesses in their dealing with federal, state, and local governments. The MBAC also initiates and encourages minority business education programs; analyzes current legislation and regulations as they affect minority businesses; and receives complaints and recommendations concerning policies and activities of federal, state, and local governmental agencies which affect minority small businesses. The nine-member commission consists of three minority business persons appointed by the Governor, two state representatives, two state Senators, the director of the Department of Economic Development, and the Commissioner of Administration.

**Missouri Public Entity Risk Management Fund (MOPERM)**

The Missouri Public Entity Risk Management (MOPERM) operates a shared-risk program offering tort liability, property, and other coverages for participating political subdivisions of the state. Membership of the board consists of the Attorney General, the Commissioner of Administration, and four members appointed by the Governor with the advice and consent of the Senate, who are officers or employees of those public entities participating in the fund.

**Missouri State Capitol Commission**

The Missouri State Capitol Commission (MSCC) was established to assure the future preservation, improvement, expansion, renovation, restoration, and integrity of the capitol, and to preserve its historical significance. The commission evaluates the restoration and preservation of the capitol and the history of the capitol, ensures accessibility to the capitol, and approves capitol studies and improvement, expansion, renovation, and restoration projects. In 2009, the commission was assigned the responsibility of initiating planning efforts for a centennial celebration of the laying of the capstone of the capitol building. The MSCC consists of 11 members, including four members

appointed by the Governor with advice and consent of the Senate, two state representatives, two state senators, one employee of the House of Representatives, one employee of the Senate, and the Commissioner of Administration.

**Missouri State Penitentiary Redevelopment Commission**

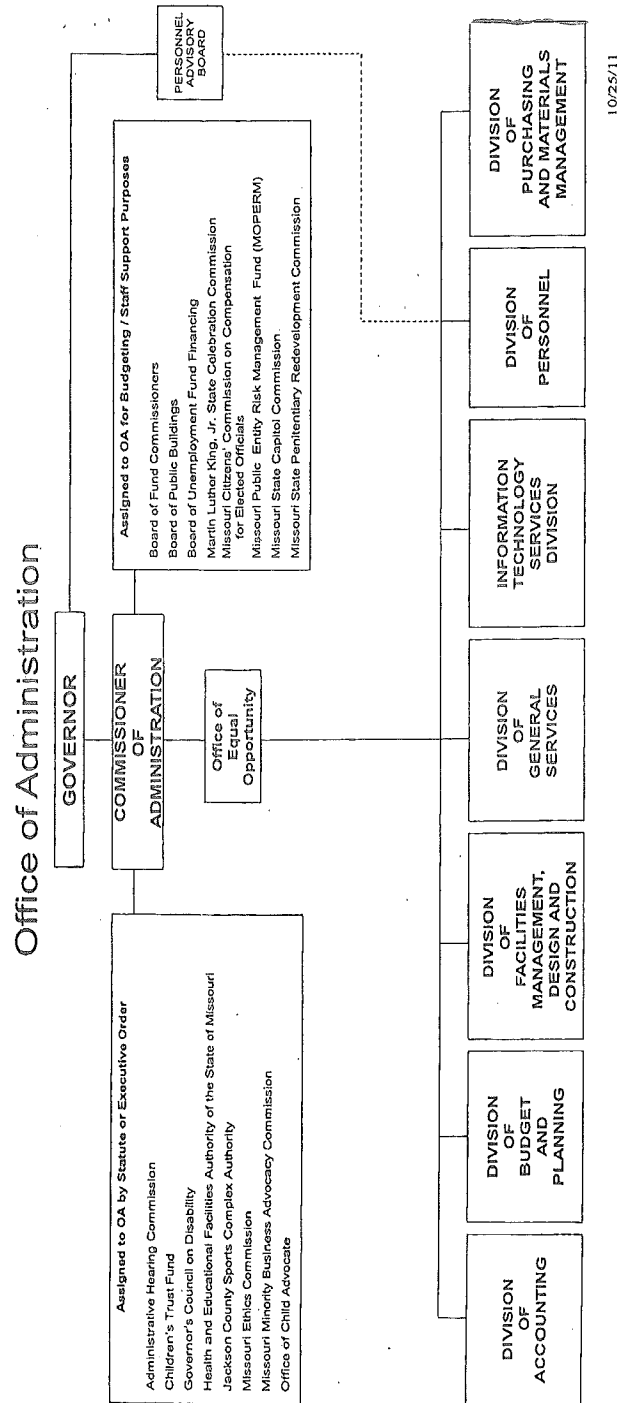
The Missouri State Penitentiary Redevelopment Commission (MSPRC) was established to redevelop the real property which encompassed the grounds of the Missouri State Penitentiary for over 150 years, so as to maintain its historic value for present and future generations of Missourians, and to provide new uses for the property which will benefit the citizens of the City of Jefferson, the County of Cole, and the State of Missouri as a whole. MSPRC is composed of ten members. Three commissioners are residents of Jefferson City and are appointed by the mayor, with the advice and consent of the governing body of that city; three commissioners are residents of Cole County but not of Jefferson City and are appointed by the county commission; and four commissioners, none of whom shall be residents of Cole County or of Jefferson City, are appointed by the Governor with the advice and consent of the Senate.

**Office of Child Advocate**

The Office of Child Advocate (OCA) was established in 2002 as an agent of accountability regarding the Department of Social Services' Children's Division. The OCA provides an avenue through which citizens are able to obtain an independent and impartial review of disputed decisions, actions and inactions regarding any child at risk of abuse, neglect, or other harm. In 2011, legislation authorized the OCA to coordinate mediation services, when requested by both parties, when child abuse allegations arise in a school setting. The primary responsibilities of OCA: 1) receive, investigate, and act on complaints, offering recommendations as necessary; 2) offer mediation services regarding child abuse allegations in school settings; 3) maintain a list of qualified mediators; 4) provide an annual report to the Governor and Chief Justice of the Supreme Court, including recommendations for improving the system; and 5) educate the public regarding the child welfare process in Missouri, while increasing public awareness of the OCA. The OCA is managed by the Child Advocate, who is appointed jointly by the Governor and the Chief Justice of the Missouri Supreme Court, with the advice and consent of the Senate, and reports to the Commissioner of Administration.

**Personnel Advisory Board**

The Personnel Advisory Board (PAB) has oversight responsibility for the Missouri merit system and the Uniform Classification and Pay system and has policy-making authority in various areas of human resources administration. Responsibilities also include meeting with appointing authorities regarding human resource management needs and making recommendations to the Governor and the general assembly regarding the state's compensation policy. The PAB consists of seven members, six of whom are appointed by the Governor with the advice and consent of the Senate. Four members are appointed from the public at large, one is a member of executive management in state government, and one is a non-management state employee. The seventh member is the person designated as the state equal opportunity officer, now known as the Director of the Office of Equal Opportunity.



OFFICE OF ADMINISTRATION  
SALARY SCHEDULE

Level	Title	FY 2012 Salary Range	
		Minimum	Maximum
I	Commissioner of Administration	\$85,128	\$123,972
II	Deputy Commissioner of Administration	\$78,012	\$113,424
	Chief Information Officer*		\$110,001
III	Division Director, Accounting	\$71,544	\$103,860
II	Deputy Commissioner of Budget & Planning	\$78,012	\$113,424
III	Division Director, Facilities Management, Design & Construction	\$71,544	\$103,860
III	Division Director, General Services	\$71,544	\$103,860
III	Division Director, Personnel	\$71,544	\$103,860
III	Division Director, Purchasing & Materials Management	\$71,544	\$103,860
IV	Executive Director, MOPERM	\$65,676	\$95,040
V	Executive Director, Children's Trust Fund	\$53,292	\$76,284
V	Executive Director, Governor's Council on Disability	\$53,292	\$76,284
	Administrative Hearing Commissioners*		\$102,431

\* Note – these positions are not part of the Executive Pay Plan; amount listed is actual salary as of July 1, 2011.





GOVERNOR OF MISSOURI

JEFFERSON CITY

65102

JEREMIAH W. GAYNIXON  
GOVERNOR

P.O. Box 720  
(573) 751-0222

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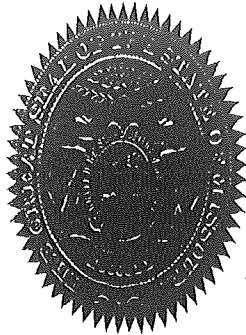
The Honorable Robin Carnahan  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

*Robin Carnahan*  
SECRETARY OF STATE  
COMMISSION DIVISION

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Agriculture dated October 26, 2011 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:  
*[Signature]*  
GOVERNOR

12/29/11  
DATE

ATTEST:  
*Robin Carnahan*  
SECRETARY OF STATE

[www.governor.mo.gov](http://www.governor.mo.gov)



NOV - 1 2011

JEREMIAH W. (JAY) NIXON  
GOVERNOR

DEPARTMENT of AGRICULTURE  
STATE OF MISSOURI  
JEFFERSON CITY  
*Serving, promoting and protecting the agricultural producers, processors  
and consumers of Missouri's food, fuel and fiber products.*

DR. JON HAGLER  
DIRECTOR

October 26, 2011

Mr. Kelvin Simmons  
Commissioner of Administration  
State Capitol, Room 185  
P.O. Box 809  
Jefferson City, Missouri 65102

Dear Commissioner:

In accordance with the Reorganization Act of 1974, I respectfully submit the attached updated plan for the Department of Agriculture. In short, the Department of Agriculture made no changes to the most recent submitted plan beyond renaming the Division of Weights and Measures to the Division of Weights, Measures and Consumer Protection.

Please find the attached department plan, organizational chart, and executive salary schedule submitted for your approval.

Best regards,

A handwritten signature in black ink, appearing to read "Jon Hagler", is written over a horizontal line. Below the signature, the name and title are printed.

Dr. Jon Hagler  
Director of Agriculture

Enclosures

Cc: John Watson, Chief of Staff  
Jeff Harris, Governor's Office Liaison  
Lori Strong-Goeke, OA

GEORGE WASHINGTON CARVER STATE OFFICE BUILDING  
Ph. (573) 751-4211 • 1616 Missouri Boulevard • P.O. Box 630 • Jefferson City, MO 65102-0630 • FAX (573) 751-1784 • mda.mo.gov

**MISSOURI DEPARTMENT OF AGRICULTURE**

DEPARTMENTAL PLAN  
OCTOBER 2011

**MISSION**

The mission of the Missouri Department of Agriculture is to serve, promote and protect the agricultural producers, processors and consumers of Missouri's food, fuel and fiber products.

**INTERNAL ORGANIZATION**

The Missouri Department of Agriculture represents the diverse interests of the state's vast agricultural industry. The Department has the dual responsibility of protecting the state's producers, processors, distributors and consumers of food, fuel and fiber, while marketing Missouri's food and agricultural products at home and abroad. The Department was originally established by Senate Bill 42, passed in 1933. Its current constitutional authority is Article IV, Section 35, and its statutory authority is RSMo. Chapter 261.

**OFFICE OF DIRECTOR**

The Missouri Department of Agriculture is managed by a Director who is appointed by the Governor and confirmed by the Senate. The Director determines Department policy, oversees the Department's five divisions and serves as a liaison to the Governor, state legislators, the agriculture community and the public.

The Director is a standing member of the State Milk Board, the State Fair Commission, the Missouri Soil and Water Districts Commission, the Missouri Development Finance Board, the Missouri Petroleum Storage Tank Insurance Fund and the Missouri Agricultural and Small Business Development Authority.

The Deputy Director is responsible for coordination of activities of the division directors and manages the day-to-day operations of the Department. The Deputy Director acts on behalf of the Director in his/her absence.

Housed within the Office of the Director are the Department's administrative and support functions: fiscal, grants management, human resources, strategic communications, budget, general counsel, legislative and policy and planning.

The Director's Office is also responsible for the surveillance of foreign ownership of Missouri's agricultural farmland (RSMo Chapter 442) and for administering the provisions of RSMo. Chapter 350, relating to corporate farm registration.

**AGRICULTURE BUSINESS DEVELOPMENT DIVISION**

The Agriculture Business Development Division creates opportunities for success for Missouri's farmers and agribusinesses. Division staff help facilitate growth in Missouri's agriculture-based businesses by providing business counseling, information and training on a sector-by-sector basis.

Areas of specialization include capitalization, business planning, marketing, industry development, product and brand development and organizational structures. The Division also helps facilitate growth in Missouri's agriculture-based industries by working with key players such

as universities, associations, private sector partners and federal and state agencies to aid in the growth of each sector.

#### **Missouri Agricultural and Small Business Development Authority**

The Missouri Agricultural and Small Business Development Authority promotes the development of agriculture and small business and reduces, controls and prevents environmental damage in Missouri. The Authority provides additional sources of financing at interest rates that are below conventional rates.

Available loans and grants include: Beginning Farmer Loan Program, Animal Waste Treatment System Loan, Single-Purpose Animal Facilities Loan Guarantee, Missouri Value-Added Grant, Missouri Value-Added Loan Guarantee, New Generation Cooperative Incentive Tax Credit, Agricultural Products Utilization Contributor Tax Credit, Family Farm Breeding Livestock Tax Credit, Qualified Beef Tax Credit Program, Livestock Feed and Crop Input Loan Guarantee.

The authority is administered by a seven member commission, which is appointed by the governor and confirmed by the Senate. The Director of Agriculture serves as an ex-officio member.

#### **AgriMissouri**

AgriMissouri is a branded program designed to grow the demand for agricultural products raised and processed in Missouri. The program represents farmers, agribusinesses and farmers' markets statewide and plays a key role in increasing consumer recognition of Missouri's agricultural products through retail, restaurant and foodservice channels.

#### **Agriculture Marketing Program**

The Agriculture Marketing Program focuses on both domestic and international marketing. Department specialists work with specific industry representatives or groups to establish marketing opportunities and promote Missouri commodities here and abroad.

Through providing one-on-one assistance to producers interested in production, marketing or processing their commodities in new ways, the marketing personnel enhance farm profitability in Missouri through innovations in technology and marketing and promotions of value-added agriculture.

The Division's international marketing specialists work worldwide to sell Missouri agricultural products. The program has an international office in Taiwan and works with the Department of Economic Development's offices across the world. In addition, the program manages an agricultural trade office in Taipei, Taiwan and Shanghai, China and works with other state offices and representatives in the United Kingdom, Mexico and Japan.

#### **Farmers' Markets/Specialty Crops**

Consumers demand high quality and fresh products at Missouri's more than 160 farmers' markets. To increase awareness for Missouri markets, this program works one-on-one with farmers' markets to ensure safe and abundant fresh products. Farmers marketing fresh products today request knowledge about food safety and distribution regulation, freshness preservation, marketing and production cycles. This program assists both markets and growers in statewide marketing and promotional efforts to increase the consumption of specialty crops.

#### **Market News**

Market News provides an unbiased, reliable, accurate and timely source for livestock and grain market news to remain competitive and assist them in making wise and profitable marketing decisions. It also guides producers in production planning and provides a more even playing field in the marketplace. Market News staff report prices from 33 livestock auctions and 28 grain markets in Missouri. Daily market figures are published online and through the Weekly Market Summary.

**Outreach**

The Market Outreach Program works to position the Department as a state and national leader in providing information and outreach to both agriculture and non-agriculture audiences. The program works to increase consumer's knowledge of the economic, historical and social value of agriculture. Outreach staff work with Missouri youth, encouraging them to pursue agricultural degrees and careers through the Missouri Agribusiness Academy, the Missouri Livestock Grading and Judging Contest, Building Our American Communities grants and educational scholarships. In addition, Outreach serves as a liaison with Missouri agricultural commodity associations, publishes current commodity group contact information, coordinates commodity merchandising council elections and prepares official proclamations.

**ANIMAL HEALTH DIVISION**

The Division of Animal Health, under the direction of the state veterinarian, promotes and protects Missouri's diverse and dynamic livestock industry. The assistance and oversight provided by the Division's programs ensure greater market access for Missouri's livestock and companion animal industries.

Animal agriculture accounts for about half of Missouri's annual agriculture cash receipts. The Division administers laws and programs designed to control and eradicate livestock disease and to maintain and enhance the integrity of the state's animal industries. This includes both mandatory and voluntary regulatory programs for beef and dairy cattle, horses, swine, poultry, sheep, goats, exotic and companion animals.

The state's progress in national disease control and eradication is due to the cooperative efforts of livestock producers, markets, practicing veterinarians, other agencies and animal health staff. Through these cooperative efforts, Missouri has achieved bovine Tuberculosis and Brucellosis Free status, swine Pseudorabies stage V status and avian Pullorum-Typhoid Clean status. In addition, the Division operates two state-of-the-art diagnostic laboratories in Jefferson City and Springfield.

**AgriSecurity**

The Animal Health Division works to safeguard the livestock industry and the public against the threat of bioterrorist attacks. In addition, the Division informs cattle producers of quality assurance targeting breeding and cow herd management, increases awareness and understanding of environmental issues affecting production agriculture, presents marketing and food safety programs to small poultry producers and inspects Missouri meat processors to supplement existing USDA inspections.

**Animal Care Facilities**

Missouri is one of very few states which regulate companion animals. The Animal Care Facilities Act Program (ACFA) became law on August 28, 1992 to ensure dogs and cats, specifically those under the care of breeders, dealers, animal shelters, rescue operations and municipal pounds, receive adequate health care, shelter, and proper socialization. The ACFA law, designed to benefit both the animals and the pet industry, requires any animal shelter, pound or dog pound, boarding kennel, commercial kennel, contract kennel, pet shop, exhibition facility, dealer or commercial breeder to be licensed and inspected annually.

**Branding Cattle**

Branding is one of the oldest and best ways to permanently identify livestock. It serves as an excellent safeguard against livestock theft, loss or dispute. Legislation passed in 1971 made the Missouri Department of Agriculture responsible for registering livestock brands. Brands must be recorded as required by Missouri's Marks and Brands of Animals Law to prove ownership and be considered legal evidence in a court of law.

#### GRAIN INSPECTION AND WAREHOUSING DIVISION

The Grain Inspection and Warehousing Division is comprised of two programs that administer the Missouri Grain Warehouse Law, the Missouri Grain Dealer Law and the United States Grain Standards Act. These laws promote and protect commerce in the interest of grain producers, merchandisers, warehousemen, processors and consumers. They also promote a uniform official inspection system for the orderly marketing of grain. This Division also collects and disburses funds for nine commodity merchandising programs.

##### Grain Inspection Services Program

The Grain Inspection Services Program is designated to officially inspect, grade and weigh all grains that have standards established under the United States Grain Standards. The program provides four primary services:

- (1) official sampling to take a representative sample of grain from a particular lot;
- (2) official inspection to determine and certify the type, class, quality or condition of grain;
- (3) weighing certification to supervise the loading, unloading and weighing containers of grain; and
- (4) chemical analysis to determine the protein or oil content of grain and to determine the existence of mycotoxins in grain.

Services are provided at inspection offices in Kansas City, Vandalia, Marshall, New Madrid and St. Joseph.

##### Grain Regulatory Services Program

The Grain Regulatory Services Program protects the public interest by auditing grain warehouses and grain dealers to determine grain obligations and financial solvency. The program enforces Missouri's Grain Warehouse and Grain Dealer laws so producers are assured of storing or merchandising their grain with licensed, bonded, reputable and financially stable grain businesses. The program annually licenses approximately 200 warehouses and 400 grain dealers and conducts more than 900 audits and investigations.

#### PLANT INDUSTRIES DIVISION

The Plant Industries Division is comprised of four Bureaus, which together administer state and federal laws. These laws facilitate agricultural production and marketing and provide consumer and environmental protection for Missouri citizens by regulating animal feeds and seeds, providing necessary certifications for interstate and international shipment of agricultural and forest products, ensuring plant pest protection for crops and forests, establishing grades and standards for fresh fruits and vegetables and regulating the use of pesticides.

##### Bureau of Feed and Seed

The Bureau administers the Missouri Commercial Feed Law and the Missouri Seed Law. The feed law regulates the manufacture, distribution and labeling of commercial feed products to ensure that livestock producers and pet owners receive the feed product guaranteed. The Bureau, in partnership with the U.S. Food and Drug Administration, provides inspection reports and regulation involved with preventing Bovine Spongiform Encephalopathy (BSE) and also provides labeling assistance and investigates complaints related to animal feed.

The Bureau regulates seed products through inspecting, sampling, testing and labeling are reviewed to ensure the product meets the labeled guarantees. The Bureau cooperates with the United States Department of Agriculture's (USDA) seed regulatory and testing branch in regulating the interstate movement of seed.

##### Bureau of Pesticide Control

The Bureau administers laws for registration, distribution and use of pesticides. All pesticides sold and used in Missouri are regulated by the Missouri Pesticide Registration Act.

Bureau personnel inspect pesticides for proper labeling and registration and investigate misuse. The Missouri Pesticide Use Act allows the Bureau to certify commercial, noncommercial and private applicators and public operators. The act also provides for licensing pesticide dealers and pesticide technicians.

#### **Bureau of Plant Pest Control**

The Bureau administers laws to control insects, plant pests and plant diseases and administers the Missouri Plant Law, which mandates controlling harmful insects, plant pests and plant diseases through surveys, quarantines, nursery and greenhouse inspections and certification. The law also enables interstate and international shipments of Missouri plants and plant products.

As a service to Missouri beekeepers, the Bureau works under the Missouri Apiculture Law to inspect and certify honey-bee colonies. These procedures are required for interstate shipment of honey-bees.

#### **Bureau of Integrated Pest Management**

The Integrated Pest Management (IPM) Bureau includes the Forest Resources, the Fresh Fruit and Vegetable Inspection and the IPM in Missouri Schools programs.

IPM strategies anticipate pest problems and prevent them from reaching economically damaging levels. The goal of the IPM Program is to assist producers to reduce dependence on pesticides through pest identification and surveys, adoption of improved cultural management practices, strategic control methods and when practical, the use of biological control agents. The Bureau provides oversight of grant funded programs including the IPM in Missouri Schools, Pesticide-Sensitive Crops Registry and US Forest Service pest surveys.

The Forest Resources Program is responsible for the licensure of all treated timber producers and dealers doing business within the state of Missouri. The program is also responsible for regulations governing the quality and distribution of treated wood products. The program administers the statutes involving the control and or eradication of noxious weeds as well as the appointment of Johnson Grass Control Board members in their respective counties.

The Fresh Fruit and Vegetable Inspection Program assures buyers and sellers of this highly perishable product that commodities are graded and packed to conform to established USDA standards. Shipping point inspections at the point of origin determine the quality and grade of Missouri grown produce. Terminal market inspections confirm quality and grade of produce received by Missouri wholesale purchasers for distribution to retail outlets. Both types of inspections are provided upon request and at the expense of growers, shippers, or wholesale purchasers. The program is a State/USDA Agricultural Marketing Service cooperative effort.

#### **Laboratory Support**

Laboratories are maintained for analytical support to the seed, treated timber and commercial feed programs and other programs.

#### **WEIGHTS, MEASURES & CONSUMER PROTECTION DIVISION**

As a consumer protection agency in the state, the Weights and Measure Division maintains surveillance of commercial weighing and measuring devices. The Division promotes uniformity in laws, regulations and standards to achieve equity between buyers and sellers. Sales of products and services impacted by Weights and Measures laws represent over 50 percent of U.S. gross national product totaling over \$4.5 trillion.

The Missouri Weights & Measures programs are operated in accordance with the National Institute of Standards and Technology. The Division also is a member of the National Conference on Weights and Measures, ASTM International and the National Fire Protection Association.

**Device and Commodity Inspection Program**

As required by Missouri statutes, device and commodity field personnel inspect large and small scales, grain hopper scales, taxicab meters, odometers, timing devices, fabric measuring devices, grain moisture measuring devices, milk for quantity determination, prepackaged merchandise and method of sale of commodities. The program enforces the Missouri Egg Law and the Missouri Unfair Milk Sales Practices Law.

**Petroleum/Propane/Anhydrous Ammonia Program**

The program combines a variety of services. Under the program, petroleum dispensers, petroleum terminal meters and metered fuel delivery trucks are tested for accuracy. Service station pumps are also inspected for accuracy and safety. Metered LPG delivery trucks are checked and storage and handling of anhydrous ammonia are monitored.

**Metrology Program**

The metrology program conducts tests, calibrates and certifies field standards for state agencies and private institutions. The state metrologist is the official keeper of Missouri's primary standards of mass, volume and length.

**Fuel Quality Program**

Fuel samples are collected by field personnel and submitted for testing. The petroleum laboratory analyzes gasoline, kerosene, heating oils and diesel fuel to make certain they meet state quality and safety standards.

**BOARDS AND COMMISSIONS****State Fair Commission**

Established in 1899, the Missouri State Fair is one of the oldest in the nation. The fairgrounds, which cover 396 acres in Sedalia (Pettis County), are open year round, providing facilities for horse and livestock shows, art and craft festivals, camping, rallies and other events. During the annual fair held each August, visitors enjoy educational and recreational activities, a carnival midway and musical entertainment.

The Missouri State Fair continues to be the state's largest agricultural and tourism event with exhibits showcasing livestock, row crops, horticulture and floriculture. The State Fair plays an important role in shaping Missouri agriculture, contributing to the state's economy and educating the public about the importance and necessity of agriculture. It features agribusiness exhibits and displays of Missouri-produced commodities.

The State Fair Commission, whose members are appointed by the Governor, oversees the Fair's operations.

**Missouri Wine & Grape Board**

The Missouri Wine and Grape Board is responsible for researching, developing and promoting Missouri grapes, juices and wine. The Board is funded by a tax on all wine sold in Missouri.

Missouri wineries continue to refine their grape growing and winemaking skills to offer distinctive, quality wines. The Wine and Grape Board sponsors research and advisory programs at the Institute for Continental Climate Viticulture & Enology (ICCVE) center.

Missouri has more than 1,400 acres of grapes. Missouri wineries produce more than 850,000 gallons of wine with an overall economic impact of \$701.2 million. Many of the

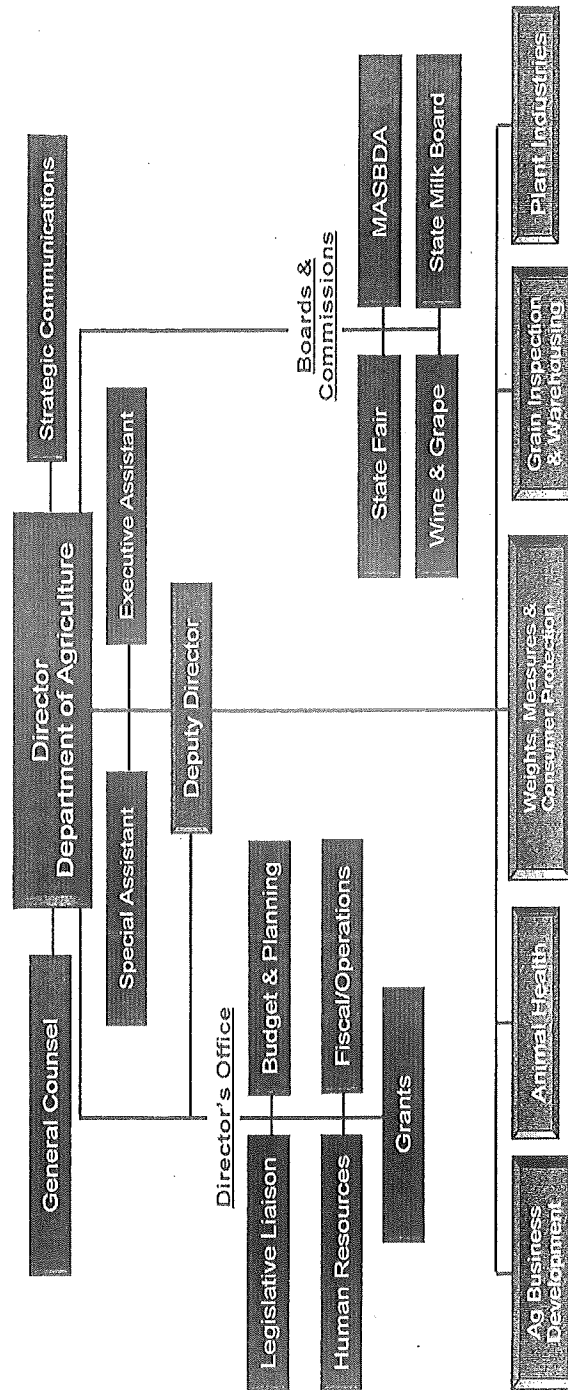


state's 80 plus wineries consistently take top honors in prestigious domestic and international competitions.

#### **State Milk Board**

The State Milk Board administers milk inspection relation to Grade A milk and milk supplies to assure uniformity of procedures and interpretation of milk inspection regulations. The Grade A or fluid milk activities of the state are supported by revenue from inspection fees.

The manufacturing grade dairy program enforces sanitation and quality standards for manufactured dairy products and provides market testing of all milk at the first point of sale. Milk procurers, manufacturing plants, field superintendents, testers, graders, samplers, bulk milk truck operators and market testing laboratories are licensed by the State Milk Board.



## DEPARTMENT OF AGRICULTURE SALARY SCHEDULE

Exec Level	UCP Range	Title	Exec Salary Range Min (Annual)	Exec Salary Range Max (Annual)
EX I	44	Department Director, Department of Agriculture	\$85,128	\$123,972
EX III	40	Deputy Director, Department of Agriculture	\$71,544	\$103,860
EX IV	38	Div. Dir., Div. of Animal Health	\$65,676	\$95,040
EX IV	38	Div. Dir., Div. of Grain Inspection & Warehousing	\$65,676	\$95,040
EX IV	38	Div. Dir., Div. of Plant Industries	\$65,676	\$95,040
EX IV	38	Ex. Dir., Missouri State Fair Commission	\$65,676	\$95,040
EX IV	38	Div. Dir., Div. of Weights, Measures and Consumer Protection	\$65,676	\$95,040
EX IV	38	Div Dir., Div of Agriculture Business Development	\$65,676	\$95,040
EX V	33	Ex. Dir, Missouri Wine and Grape Board	\$53,292	\$76,284
EX V	33	Executive Secretary, State Milk Board	\$53,292	\$76,284
EX V	33	Executive Dir, Ag & Small Business Development Auth	\$53,292	\$76,284



GOVERNOR OF MISSOURI

JEFFERSON CITY

JEREMIAH W. JAY NIXON  
GOVERNOR

65102

P.O. Box 720  
(573) 751-3222

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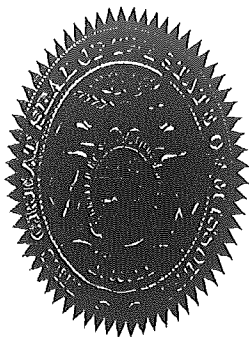
The Honorable Robin Carnahan  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

*Robin Carnahan*  
SECRETARY OF STATE  
COMMISSION DIVISION

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Conservation dated October 14, 2011 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED

*Jeremiah W. Jay Nixon*  
GOVERNOR

12/29/11

DATE

ATTEST

*Robin Carnahan*  
SECRETARY OF STATE



## MISSOURI DEPARTMENT OF CONSERVATION

*Headquarters*

2901 West Truman Boulevard, P.O. Box 180, Jefferson City, Missouri 65102-0180

Telephone: (573) 751-4115 ▲ [www.MissouriConservation.org](http://www.MissouriConservation.org)

ROBERT L. ZIEHMER, Director

October 14, 2011

Mr. Kelvin Simmons  
Commissioner of Administration  
Office of Administration  
Room 125, State Capitol Building  
Jefferson City, MO 65101

Dear Mr. Simmons:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, attached herewith for the Missouri Department of Conservation are: an organization plan; an executive pay schedule for top department administrators; and, an organization chart.

If you require further information, please feel free to contact my office.

Sincerely,

ROBERT L. ZIEHMER  
DIRECTOR

## Attachments

c: Conservation Commission  
Jeff Harris, Governor's Office Liaison  
Lori Strong-Goeke, Office of Administration  
Deputy Director Tom Draper  
Deputy Director Tim Ripperger  
Assistant to Director Aaron Jeffries

## COMMISSION

DON C. BEDELL  
Sikeston

JAMES T. BLAIR, IV  
St. Louis

DON R. JOHNSON  
Festus

BECKY L. PLATTNER  
Grand Pass

## DEPARTMENT OF CONSERVATION

ORGANIZATION PLAN

The head of the Department of Conservation is a four (4)-member commission appointed by the governor with the advice and consent of the senate. The commission is charged with the control, management, restoration, conservation and regulation of the bird, fish, game, forestry and all wildlife resources of the state.

The commission appoints a director who serves as the administrative officer of the Department of Conservation. The director appoints other employees. Two (2) deputy directors, one (1) assistant to director -- governmental relations, general counsel and internal auditor are responsible to the director and facilitate administration of the department. Programs and activities are carried out by the divisions of administrative services, design and development, fisheries, forestry, human resources, outreach and education, private land services, protection, resource science and wildlife. Policy Coordination Unit serves the director's office, divisions and regions by coordinating policy, strategic planning, environmental and cultural resource reviews, public involvement and surveys, and river basin management.

The department carries out its programs through the following major administrative units:

Fisheries Division manages small lakes, large reservoirs and streams for public fishing and aquatic community health; identifies sites for new Department lake and stream areas, negotiates agreements for the cooperative management and development of stream and lake areas owned by other entities and operates hatcheries; conducts an intensive trout management program; provides fishery management advice to other government agencies and private landowners; assists with water pollution investigations; assists with research projects to improve fish populations; evaluates management techniques and determines limiting factors; and sponsors stream and lake improvement and public awareness programs using citizen volunteers involved with Missouri Stream Team and Volunteer Water Quality Monitoring programs.

Wildlife Division is responsible for the management of Missouri's wildlife resources and works to maintain healthy wildlife populations and productive wildlife habitats and natural communities for the sustained benefit and enjoyment of people. The division cares for almost 400 conservation areas and their wetlands, prairies, savannas, forests, glades and streams. These provide homes for plants and animals, and recreation for the public including hunting, wildlife viewing, fishing, and hiking. The division coordinates many of the department's wildlife diversity programs including the natural areas program, endangered species program, invasive species program, wildlife action plan, and major federal grant programs, and works with private citizens, organizations, and other agencies to protect and enhance Missouri's wildlife and biological diversity.

Forestry Division is responsible for the health and sustainability of forest resources covering 14.6 million acres of Missouri's landscape. The division manages over 435,000 acres of forest on 440 conservation areas for forest health and sustainability, while providing for economic benefits and overall social needs. In addition the division provides: advice and technical forestry assistance to private forest landowners; rural wildfire protection, rural and volunteer fire department training, excess federal equipment and wildfire suppression assistance; technical and financial assistance for urban and community forestry projects; forest products utilization, industry technical support and marketing assistance; forest insect and disease surveys; and through the George O. White Forest nursery provides low cost quality tree seedlings for Missouri residents.

Protection Division carries out the department's wildlife law enforcement program, and is heavily involved with a wide range of other programs vital to the mission of the Department of Conservation. These include hunter education and other educational programs, information and media efforts, and fish, wildlife, and forest management services for Missouri citizens.

Outreach and Education Division leads public information and education programs. The goal is to educate young and old about how to sustain a healthy environment, make good use of our fish, forest and wildlife resources and also enjoy nature-based outdoor recreation. Outreach efforts include the department's monthly magazine, books and other publications and video productions, website, ombudsman, interpretive exhibits, news releases and coordination with news media. Education services and programs include operating nature and visitor centers and providing conservation education training and materials to teachers and youth leaders. Outdoor skills services include coordination of the hunter education program, operation and development of shooting ranges, and delivery of outdoor skills training for youth and adults on fishing, hunting, birding, camping, orienteering and other nature-based activities.

Administrative Services Division administers the department's support services of information technology, financial, and business and support. Information technology provides direction and management of the department's information technology assets, including computer hardware and software systems, telephone systems, two-way radio and other telecommunications systems; and coordination of those systems with other state agencies. Financial services collect and process funds received; process accounts payable; and coordinate procurement. Business and support distributes hunting, fishing and special permits; audits permit distributors; maintains inventory records, including the department's real property holdings; provides repair and disposition of fleet, aircraft, marine and other mechanical equipment; maintains a distribution center and warehouse for department publications; and operates offset printing, mailing and sign production services.

Design & Development Division is responsible for providing engineering, architectural, surveying, and construction/maintenance services for the Department. Services include design and construction of engineering and architectural projects as part of implementation of the construction development program of the Department. Surveying services include engineering surveying for construction development projects and land surveying for property boundary delineation. Construction maintenance services include renovation and repair of Department infrastructure and maintenance of Department areas and facilities.

Private Land Services Division provides technical assistance and resource training to private landowners; coordinates with other governmental agencies and private organizations to integrate fish, forest, wildlife and natural community considerations with agriculture and other private land initiatives; provides cost-share to assist landowners with priority resource needs; provides support in major metropolitan areas to incorporate conservation alternatives as development proceeds; provides wildlife damage control assistance; and participates in media and other outreach efforts for resource management.

Resource Science Division is the center of the department's resource inventory, monitoring, evaluation, and research. Information acquired is incorporated into department area, regional, and statewide resource management planning and into resource policy. Other programs administered by this division include statewide fish and wildlife harvest regulations, water pollution impact investigations, geographic information systems, forest health monitoring and response, and database management.

Human Resources Division helps department staff with employee recruitment, selection and retention activities. The division assists with job advertising, applicant interviewing, and final selection administrative details; administers comprehensive medical and life insurance plans, along with other employee benefits, such as leave, workers' compensation, safety and wellness programs; maintains agency compensation and classification structures; provides developmental opportunities through a department-wide competency based training academy; establishes and revises human resources management policies; monitors affirmative action efforts; maintains official personnel records; coordinates service and retirement awards; provides employee counseling and dispute resolution services; and assists supervisory staff with corrective action efforts; manages the Human Resources Information System Program.

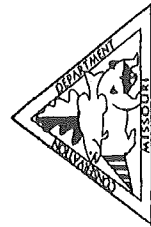
General Counsel provides legal advice to the commission and administrative staff and provides legal counsel in matters of litigation; aids in formulating policy; advises in the formulation of regulations; and performs review of legal documents, agreements, and memorandums of understanding.

Deputy Counsel performs title and document review relating to the acquisition of real property; assists General Counsel as needed; and supervises the Realty Services and Grants and Donations staff.

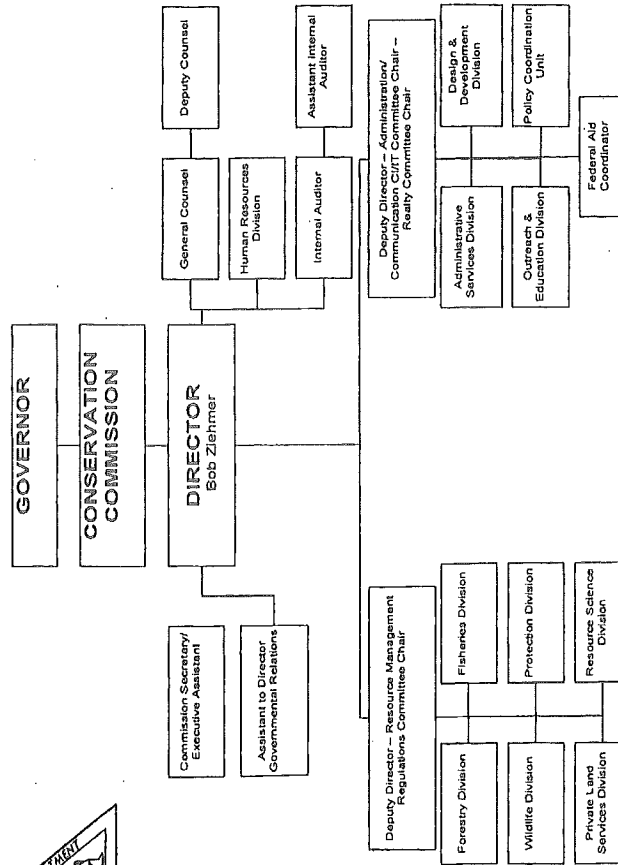
Internal Auditor reviews operations and programs to assure that resources are used efficiently, and provides the commission and administration with information useful in directing and controlling department operations. Internal Auditor also serves as the Departments' Custodian of Records.

Assistant Internal Auditor assists the Internal Auditor in performing audit responsibilities and also serves as the Departments' Hearing Officer for privilege suspensions associated with wildlife code and various other violations.





MISSOURI DEPARTMENT OF CONSERVATION



10/13/2011

## Department of Conservation

Salary Schedule

<u>Position Title</u>	<u>Salary Range</u>
Director	\$120,000
Deputy Director	\$90,000 – \$94,368
Asst to Director-Gov't Relations	\$75,120
Division Chief	\$70,812 – \$92,688
General Counsel	\$76,608 – \$87,900
Internal Auditor	\$49,776 – \$78,072
Section/Unit Chief	\$58,212 – \$85,716



GOVERNOR OF MISSOURI

JEFFERSON CITY

JEREMIAH W. JAY NIXON  
GOVERNOR

65102

P.O. Box 720  
(573) 751-9222

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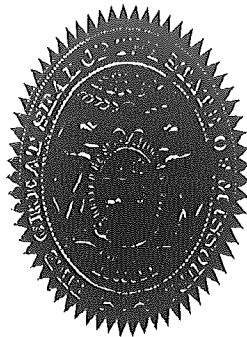
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The Honorable Robin Carnahan  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101  
SECRETARY OF STATE  
COMMISSION DIVISION

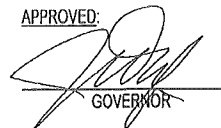
Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Economic Development dated October 18, 2011 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

  
GOVERNOR

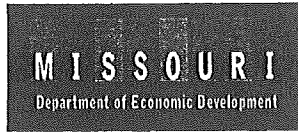
12/29/11

DATE

ATTEST:

  
SECRETARY OF STATE[www.governor.mo.gov](http://www.governor.mo.gov)

Jeremiah W. (Jay) Nixon  
Governor



David Kerr  
Director

October 18, 2011

Mr. Kelvin Simmons, Commissioner  
Office of Administration  
State of Missouri  
Room 125, Capitol Building  
Jefferson City, Missouri 65102

Dear Commissioner Simmons:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, the Department of Economic Development (DED) hereby submits the enclosed 2011 organization and salary structure for approval and filing with the Secretary of State.

Although there have been no significant organizational changes, updates have been made to the narrative portion of our organizational plan and the salary structure to reflect our current operations.

The revised annual report includes the following deletion to our boards and commissions:

- Missouri Seed Capital Investment Board – per HB 464

Thank you for the opportunity to submit these required documents. If you should require any additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read "David D. Kerr".

David D. Kerr  
Department Director

Enclosures

Cc: John Watson  
Doug Nelson  
Lori Strong-Goeke, OA  
Chris Pieper, DED  
Sarah Schuette, DED

301 W. High St. • P.O. Box 1157 • Jefferson City, MO 65102-1157  
www.ded.mo.gov • (573) 751-4962 • Fax (573) 526-7700  
Real People. Real Opportunity.

**DEPARTMENT OF ECONOMIC DEVELOPMENT**  
**2011 Organization and Salary Structure**

The Missouri Department of Economic Development's mission is to create quality jobs and to boost economic development across the state to help local communities grow and prosper.

DED is committed to keeping Missouri business on the cutting edge through programs to ensure a ready supply of highly skilled and trained workers; to assist communities so they may exhibit an extraordinary quality of life; to support a business environment that offers competitive operating costs; and to support a physical and technological infrastructure with sufficient capacity to ensure continued growth and expansion.

The Department is composed of various agencies that administer policy in the areas of community and economic development, workforce development and tourism; as well as agencies that administer their statutory requirements and work to safeguard public interest.

Programs managed by these agencies provide a wide array of services designed to enhance Missouri's economic growth. These services provide direct assistance to businesses and industries; communities and regions; and individuals and organizations by promoting economic and community development, as well as job creation and retention throughout the state.

**OFFICE OF THE DIRECTOR**

The Department is administered by a director, appointed by the governor and confirmed by the Senate. The director appoints the management staff and division directors and is responsible for recommendations to the governor for other appointments and nominations.

**Management Staff**

The management staff within the Director's Office includes:

- *Deputy Director and Director of Policy and Finance:* assists the director with department administration and in promoting strong partnerships and business relationships.
- *General Counsel:* provides comprehensive legal advice regarding issues affecting divisions within DED.
- *Communications Director:* promotes the department's programs and activities through media and public relations.
- *Legislative Liaison:* serves as liaison between DED and the General Assembly and governor's office with respect to legislation and other policy matters.

**Administrative Services**

The Division of Administration is responsible for the oversight of all administrative functions for the Department including: financial management, budget, human resources, information technology, and general services.

## DEVELOPMENT AGENCIES

### Division of Business and Community Services (BCS)

The Division of Business and Community Services serves as a partner in the economic development professional community to facilitate the expansion of existing business in the State; to facilitate the location of new business to the State; and to facilitate the startup of new business in the State. The Division also serves as a partner with local governments, non-profits, community organizations, and private citizens to help develop and grow Missouri's communities. The services provided by BCS include professional technical assistance and project management; training; research; financial assistance; and compliance assistance. A few of the ways BCS measures its success include measuring new jobs created, private investment, leverage, and efficiency of operations.

### Division of Workforce Development (DWD)

The Division of Workforce Development provides a robust menu of vital reemployment services, including: access to skill-building training, national certification and career connections for job seekers; targeted programs for veterans, youth and the unemployed; and cost-saving human resources assistance and financial incentives for businesses. These services are delivered through a statewide network of Missouri Career Centers and Jobs.mo.gov—an innovative new approach to making online workforce services more holistic and consumer-focused for job seekers and employers. In partnership with DED and local education agencies, DWD also administers state-funded Industry Training Programs that upgrade the skills of eligible companies' workers for the purpose of creating or retaining jobs in Missouri.

### Missouri State Council on the Arts (MAC)

The Missouri State Council on the Arts is dedicated to broadening the appreciation and availability of the arts in the state and fostering diversity, vitality, and excellence of Missouri's communities, economy, and cultural heritage. The Missouri Arts Council, a type II state agency and division of the DED, provides grants to nonprofit organizations to encourage and stimulate the growth, development and appreciation of the arts in Missouri. MAC provides support and leadership to bring the arts to all people of the state.

Through funds from the Missouri General Assembly, Missouri Cultural Trust, and the National Endowment for the Arts, MAC provides grants to make possible quality arts programming to both large and small communities. MAC also is committed to enriching and supporting the individual artist with programs that help spur career development and growth such as technical assistance workshops that teach artists how to become better professionals.

MAC allocates every program dollar based on the recommendations of the Missouri citizens who serve on advisory panels that meet annually to review applications from organizations seeking grants. The panel's recommendations are based on criteria that include artistic excellence, education and outreach, community support, administrative ability and diversity of audience served.

### Division of Tourism

The Division of Tourism formulates and administers a program that is designed to attract new visitors to Missouri and encourage Missouri residents to visit in-state attractions. The Division and its Welcome Centers throughout the state work closely with civic groups; local, state and federal agencies; and other travel related organizations to provide information for visitors on a wide variety of recreational, cultural, and historical activities as well as other attractions in the state. As a type III agency, the division director is appointed by and reports to the Missouri Tourism Commission.

## REGULATORY AGENCIES

### Public Service Commission

The Missouri Public Service Commission is a type III agency that regulates investor-owned electric, steam, natural gas, water and sewer and telephone companies. Its mission is to ensure Missouri consumers have access to safe, reliable and reasonably priced utility service while allowing those utility companies under our jurisdiction an opportunity to earn a reasonable return on their investment. The PSC also regulates manufacturers and retail dealers who sell new and used manufactured homes and modular units. The PSC is comprised of five commissioners, who are appointed by the governor.

### Office of the Public Counsel

The Office of the Public Counsel is a type II agency and was established in 1975 to represent the public and the interests of utility customers in proceedings before the Missouri Public Service Commission and in the Courts involving investor-owned electric, natural gas, telephone, water, sewer and steam heat utilities, including rate issues; safety issues, adequate and quality service, complaints and disputes, connections and disconnections, and billing and collection practices. Through the Ombudsman for Property Rights, established in 2006 with the passage of House Bill 1944, the Office of the Public Counsel provides guidance to landowners about the condemnation process.

## DED RELATED BOARDS AND COMMISSIONS

### Entrepreneurial Development Council

The Entrepreneurial Development Council and the Entrepreneurial Development and Intellectual Property Right Protection Fund were created by Section 620.050, RSMo. The seven member council shall possess specialization in intellectual property matters. The council may provide financial support from the fund, in the form of low-interest loans and grants, to registered entrepreneurs to support product development, manufacturing and marketing of new products. Additionally, the council, upon notification, shall evaluate alleged infringement of intellectual property rights of an entrepreneur and may, based upon need, award grants or financial assistance to subsidize legal expenses incurred in initiating the process necessary to remedy the alleged infringement.

### Hispanic Business, Trade and Culture Commission

The purpose of the Hispanic Business, Trade and Culture Commission shall be to serve as a statewide advisory body to the Department of Economic Development, Office of International Trade & Investment, on trade and investment issues of importance and relevance to the Hispanic business community in Missouri.

### Missouri Community Service Commission

The Commission's mission is as follows: "The Missouri Community Service Commission (MCSC) connects Missourians of all ages and backgrounds in an effort to improve unmet community needs through direct and tangible service. The MCSC serves as the administrator for AmeriCorps state funding in Missouri by awarding monetary grants and providing technical assistance and support." The Commission's Vision is "To Strengthen Missouri Communities Through Volunteerism and Service."

**Missouri Development Finance Board (MDFB)**

The mission of the MDFB is to assist infrastructure and economic development projects in Missouri by providing the critical component of the total financing for projects that have a high probability of success, but are not feasible without the Board's assistance.

MDFB was created in 1982 as a body corporate and politic by Section 100.250 to 100.297, RSMo and Section 100.700 to 100.850, RSMo. MDFB has nine employees and is comprised of twelve (12) voting members. Eight (8) are volunteer members appointed by the governor and confirmed by the Senate. The lieutenant governor and the director for the Department of Economic Development, Department of Natural Resources and Department of Agriculture serve as ex-officio voting members.

**Missouri Film Commission**

The Missouri Film Commission was created in 1983 to recruit and assist motion media productions to the State, and to develop, nurture and grow the motion media industry in Missouri.

**Missouri Housing Development Commission**

The Missouri Housing Development Commission (MHDC), created by the 75<sup>th</sup> General Assembly functions as a bank, providing financing directly to developers of affordable rental properties. MHDC provides funding for home loans to qualified, first-time buyers through a network of certified, private mortgage lenders. The funds for mortgage financing are provided through the sale of tax-exempt notes and bonds that the commission is authorized to issue. The Commission administers the federal and Missouri Low Income Housing Tax Credit (LIHTC) programs, federal HOME funds, the U.S. Department of Housing and Urban Development (HUD) Project-Based Section 8 rental assistance contracts, the direct MHDC funding of several housing assistance programs and the Affordable Housing Assistance Tax Credit. Additionally, the Commission administers the Missouri Housing Trust Fund to help prevent homelessness and to provide emergency housing assistance for very low-income Missourians. The commission participates with the Department of Economic Development in preparing the state's Consolidated Plan for HUD.

**Missouri Humanities Council**

This Council exists to develop and encourage new avenues to find and tell the story of Missouri's people, to learn about our rich culture and history, and to identify and discuss our common values. The Council also partners with museums, libraries, historical societies, schools and other institutions so that they may better serve communities and foster high levels of public interest and involvement. It provides technical, managerial and financial support to communities, organizations and educational institutions to ensure their ongoing role in promoting the humanities.

**Missouri Life Sciences Research Board**

The purpose of the Board is to enhance research capacity in life sciences to better serve the health and welfare of Missouri citizens; promote Missouri as a center of life science research and development; create and attract new research and development institutions; and transform research into commercial life science technology.

**Missouri Military Preparedness and Enhancement Commission**

The Military Preparedness and Enhancement Commission was created by Section 41.1010, RSMo. The Commission's purpose is to design and implement measures intended to protect, retain, and enhance the present and future mission capabilities at the military posts or bases within the state. The eleven-member commission consists of two members of the Missouri Senate, two members of the Missouri House of Representatives and five members appointed by the governor. The chairman of the Missouri



Veterans' Commission or designee and the director of the Department of Economic Development or designee serve ex officio.

**Missouri Small Business Regulatory Fairness Board**

The purpose of the Board is to independently review complaints brought by small businesses concerning state agency regulations that have a disproportionate impact on the conduct of small businesses in the State of Missouri. The Board also promotes awareness of state agency rulemaking as it affects small business, identifies issues in state agency rulemaking that disproportionately and adversely affect small businesses, identifies issues for the governor and the Missouri General Assembly to act upon, and monitors state agency compliance with requirements for filing small business impact statements. The Department of Economic Development provides staff support for the board.

**Missouri Technology Corporation**

The Missouri Technology Corporation is a public-private partnership created by the Missouri General Assembly to lead efforts to promote entrepreneurship and foster the growth of new and emerging high-tech companies. MTC focuses on bioscience industries related to Missouri's rich history in agriculture. It is governed by a board of directors appointed by Missouri's governor, speaker of the house, and president pro tem of the Missouri Senate, and includes the president of the University of Missouri system and the director of the Department of Economic Development.

**Missouri Tourism Commission**

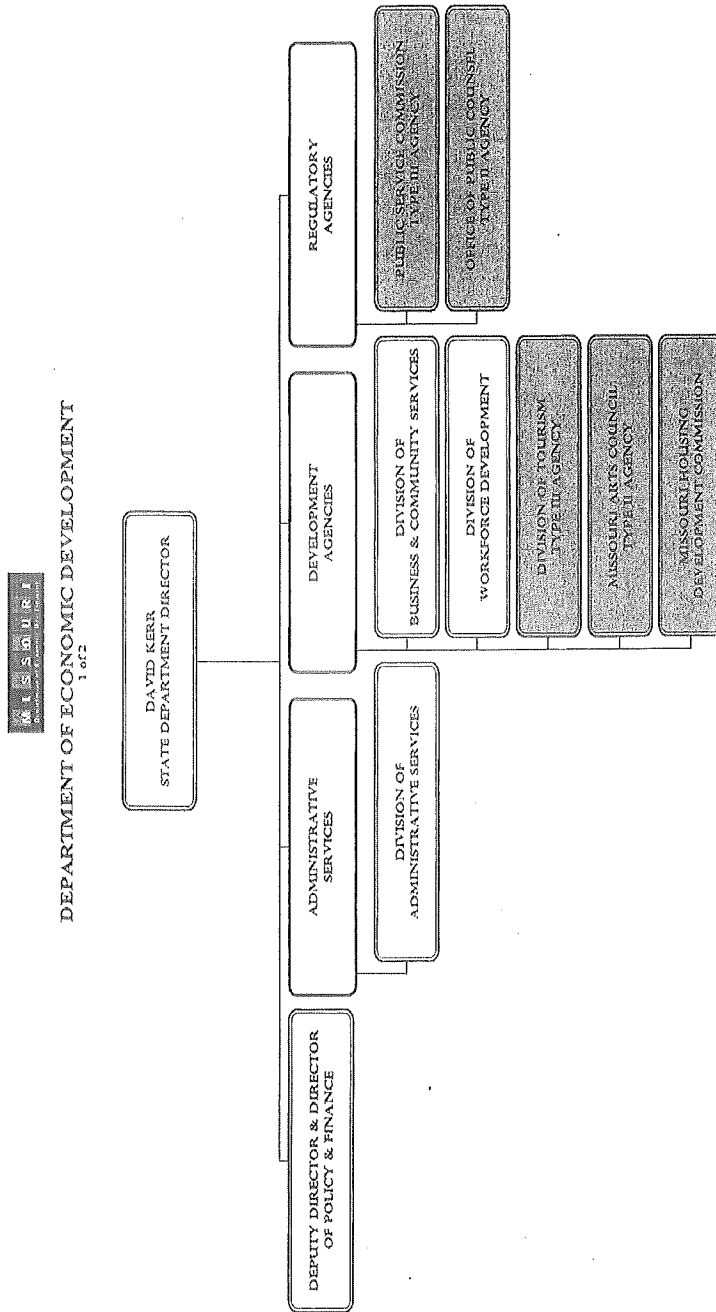
The Tourism Commission determines all matters relating to policy and administration of tourism promotion, thus creating jobs, additional payroll, tax revenue, and economic development for the State of Missouri.

**Missouri Women's Council**

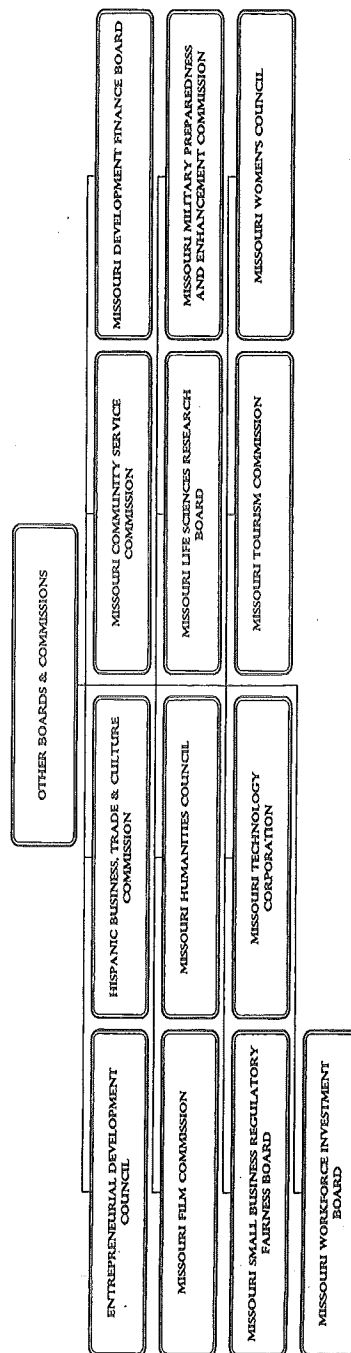
The Missouri Women's Council promotes and increases women's economic and employment opportunities through education and training; non-traditional careers; and promotion of women in small business. The intent of the Missouri Women's Council is to work closely with other agencies and community-based organizations to build awareness for, educate, promote opportunities for, and enhance the lives and well being of Missouri women business owners and women in the workforce. The Missouri Women's Council offers information and resources on women in business, upgrading your skills, searching for employment, starting your own business and obtaining state contracts. The Council is an agency within the Department of Economic Development. The bipartisan Council is comprised of 15 members: 11 appointed by the Governor, 2 Missouri State Senators, and 2 Missouri State Representatives with the chair appointed by the Governor.

**Missouri Workforce Investment Board**

The Missouri Workforce Investment Board (MoWIB) is federally mandated to recommend statewide training and employment policy in support of Missouri's objective of full employment. MoWIB emphasizes public and private participation within Missouri's public workforce system; evaluates existing and proposed methods to improve federal and state resources in providing job training services; and promotes coordination of training and employment activities with other related activities.



MISSOURI  
DEPARTMENT OF ECONOMIC DEVELOPMENT  
2 of 2



Last Modified: 10/15/2011

2011 - DED SALARY STRUCTURE
-----------------------------

POSITION	LOW SALARY RANGE FY2010 FY 2011 – FY2012	HIGH SALARY RANGE FY2011 – FY2012
Department Director	\$85,128	\$123,972
Deputy Director	\$78,012	\$113,424
Director, Division of Administration	\$65,676	\$95,040
Director of Business and Community Services	\$71,544	\$103,860
Director, Division of Workforce Development	\$71,544	\$103,860
Executive Director, Public Service Commission	\$65,676	\$95,040
Commissioner, Public Service Commission	--	\$105,070
Director, Office of Public Counsel	\$65,676	\$95,040
Executive Director, State Council on the Arts	\$65,676	\$95,040
Executive Director, Women's Council	\$47,184	\$69,948
Executive Director, Missouri Housing Development Commission	--	\$145,000
Director, Division of Tourism	\$65,676	\$95,040



GOVERNOR OF MISSOURI

JEFFERSON CITY

65102

JEREMIAH W. (JAY) NIXON  
GOVERNOR

P.O. Box 720  
65703 751-9222

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DEC 30 2011

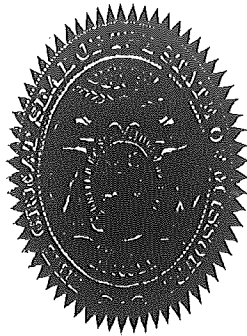
The Honorable Robin Carnahan  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

*Robin Carnahan*  
SECRETARY OF STATE  
COMMISSION DIVISION

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Health and Senior Services dated October 28, 2011 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:  
*[Signature]*  
GOVERNOR

12/29/11  
DATE

ATTEST:  
*Robin Carnahan*  
SECRETARY OF STATE

[www.governor.mo.gov](http://www.governor.mo.gov)



Missouri Department of Health and Senior Services  
 P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010  
 RELAY MISSOURI for Hearing and Speech Impaired 1-800-735-2966 VOICE 1-800-735-2468  
 Margaret T. Donnelly  
 Director



Jeremiah W. (Jay) Nixon  
 Governor

October 28, 2011

Kelvin Simmons, Commissioner  
 Office of Administration  
 State Capitol Building, Room 125  
 Jefferson City, MO 65101

Dear Commissioner Simmons:

In accordance with the Reorganization Act of 1974, I respectfully submit the attached update to the Department of Health and Senior Services (DHSS) departmental plan. Revisions to the plan update the department's structure to reflect the following organizational changes:

- The Office of Women's Health, Office of Minority Health, and the Office of Primary Care and Rural Health were moved from the Division of Community and Public Health to create the Center for Health Equity. The three offices that comprise the Center for Health Equity have similar missions – addressing health inequities in the populations they serve. Housing all three offices in the same Center will help ensure that health inequities are addressed in a more comprehensive fashion.
- The Division of Community and Public Health was restructured to better align the responsibilities of the sections and to improve internal communications. This should ensure that the issues, concerns and needs of each of the division's programs are addressed more effectively, resulting in better service for Missourians.

Both of the above-listed changes were accomplished without any increase in administrative expenses. The updated department plan, organizational chart and executive salary schedule are enclosed for your approval.

Sincerely,

  
 Margaret T. Donnelly  
 Director

MD:BF:tm

Enclosures

c: John Watson, Chief of Staff  
 Gail Vasterling, Governor's Office Liaison  
 Lori Strong-Goeke, Office of Administration

[www.dhss.mo.gov](http://www.dhss.mo.gov)

Healthy Missourians for life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.

## Department of Health and Senior Services

## 2011 Department Plan

The Department of Health and Senior Services was created by the passage of House Bill 603 in May 2001. The bill transferred the roles and responsibilities of the Division of Aging in the Department of Social Services to the Department of Health, creating the Department of Health and Senior Services. The Department of Health and Senior Services is committed to:

- increasing commitment to and investment in public health;
- improving health and health care delivery;
- ensuring that Missourians are healthy and safe; and
- operating department programs efficiently and effectively.

The State Board of Health and State Board of Senior Services serve as advisory bodies for activities of the Department of Health and Senior Services. These boards advise the department director in planning for and operating the department, and act in an advisory capacity regarding rules promulgated by the department. Both boards consist of seven members appointed by the Governor with the advice and consent of the Missouri Senate.

Departmental Support Services is responsible for management of the department and administration of its programs and services. It provides a variety of support services for the department, and includes the following units:

- Division of Administration;
- Office of General Counsel;
- Office of Governmental Policy and Legislation;
- Office of Human Resources;
- Office of Public Information;
- Office of Performance Management; and
- Center for Health Equity.

The Division of Senior and Disability Services serves as the designated State Unit on Aging, working in partnership with the ten Area Agencies on Aging. It investigates allegations of elder abuse and administers programs designed to maximize independence and safety for adults who are at risk of abuse, neglect and financial exploitation or have long-term needs that can be safely met in the community. Programs under this division include:

- Bureau of Senior Programs;
- Central Registry Unit;
- Office of Long Term Care Ombudsman; and
- Section for Adult Protective and Community Services.

The Division of Regulation and Licensure ensures the quality of a variety of entities including child care facilities; hospitals and ambulatory surgical centers; medical and industrial sources of radiation; home health and hospice providers; long-term care facilities including residential care, intermediate care and skilled nursing facilities; emergency medical services; and pharmacies and persons authorized to prescribe or dispense controlled substances. Programs under this division include:

- Board of Nursing Home Administrators;
- Certificate of Need Program;

- Family Care Safety Registry;
- Section for Child Care Regulation;
- Section for Health Standards and Licensure; and
- Section for Long Term Care Regulation.

The Division of Community and Public Health is tasked with overseeing the health and welfare of Missourians. Division responsibilities include preventing and controlling the spread of infectious disease; assuring access to healthy environments in homes, child care centers, schools, restaurants, and lodging facilities; coordinating public health emergency preparedness efforts; preventing and reducing the rates of chronic disease; reducing the spread of sexually transmitted disease; improving maternal and child health; and increasing access to food and nutrition resources and promoting healthy living. The division is also the principal unit responsible for the issuance of certified vital records (death, birth and marriage); and the collection, analysis, storage and dissemination of health data. Programs under this division include:

- Center for Emergency Response and Terrorism;
- Center for Local Public Health Services;
- Office of Financial and Budget Services;
- Section for Disease Prevention;
- Section for Environmental Public Health;
- Section of Epidemiology for Public Health Practice;
- Section for Healthy Families and Youth
- Section for Health Promotion and Chronic Disease Prevention;
- Section for Special Health Services;
- Section for WIC and Community Nutrition Services; and
- State Public Health Laboratory.

The following Boards and Commissions are assigned to the Department of Health and Senior Services by statute or executive order:

- State Board of Health;
- State Board of Senior Services;
- Advisory Committee on Childhood Immunization;
- Advisory Committee on Women's Health;
- Alzheimer's State Plan Task Force;
- Arthritis Program Review Committee;
- Board of Nursing Home Administrators;
- Chronic Kidney Disease Task Force;
- Commission on the Special Health, Psychological and Social Needs of Minority Older Individuals;
- Governor's Advisory Council on Physical Fitness and Health;
- Home Health Services Advisory Council;
- Infection Control Advisory Panel;
- Missouri Area Health Education Centers Council;
- Missouri Arthritis Advisory Board;
- Missouri Genetic Disease Advisory Council;
- Missouri Head Injury Advisory Council;
- Missouri Health Facilities Review Commission;
- Nursing Advisory Panel;



- Organ Donation Advisory Committee;
- Osteoporosis Advisory Council;
- State Advisory Council on Emergency Medical Services;
- State Hospice Advisory Council;
- State Hospital Advisory Council; and
- Technical Advisory Committee on the Quality of Patient Care and Nursing Practices.

[illegible]

DEPARTMENT OF HEALTH AND SENIOR SERVICES  
EXECUTIVE SALARY SCHEDULE

Exec. Level	Range	Salary Range		Title
		Minimum	Maximum	
I	44	\$85,128	\$123,972	Department Director
II	42	\$78,012	\$113,424	Deputy Department Director
III	40	\$71,544	\$103,860	Director, Division of Regulation and Licensure
III	40	\$71,544	\$103,860	Director, Division of Senior and Disability Services
III	40	\$71,544	\$103,860	Director, Division of Community and Public Health
IV	38	\$65,676	\$95,040	Director, Division of Administration
IV	31	\$53,292	\$76,284	Director, Certificate of Need
IV	31	\$53,292	\$76,284	Director, Nursing Home Administrators



GOVERNOR OF MISSOURI

JEFFERSON CITY

65102

JEREMIAH W. JAY NIXON  
GOVERNOR

P.O. Box 720  
(573) 751-3222

RECEIVED & FILED

DEC 30 2011

*Robin Carnahan*  
SECRETARY OF STATE  
COMMISSION DIVISION

The Honorable Robin Carnahan  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Insurance, Financial Institutions and Professional Registration dated October 28, 2011 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

*Jeremiah W. Jay Nixon*  
GOVERNOR

12/29/11

DATE

ATTEST:

*Robin Carnahan*  
SECRETARY OF STATE


Jeremiah W. (Jay) Nixon  
Governor  
State of Missouri



Department of Insurance  
Financial Institutions  
and Professional Registration  
John M. Huff, Director

## Memo

To: Kelvin L. Simmons, Commissioner  
Office of Administration

From: John M. Huff, Director   
Department of Insurance, Financial Institutions and Professional Registration

Date: 10/28/2011

Re: Department Organization Structure Update

Please find attached the organizational plan for the Department of Insurance, Financial Institutions and Professional Registration. This organization plan submittal includes the following changes:

- The Division of Resource Administration title was changed to Division of Administration
- The Behavior Analyst Advisory Board was added, changing the number of Professional Registration boards to 40
- The Division of Finance and the Division of Credit Union's board & commission listing was added
- The Board of Private Investigator Examiners title was changed to Board of Private Investigator and Private Fire Investigator Examiners
- The salary schedule has been updated for FY 2012

If you have any questions about this plan, please contact Grady Martin at 751-7223.

Attachment

Jeremiah W. (Jay) Nixon  
Governor  
State of Missouri



Department of Insurance  
Financial Institutions  
and Professional Registration  
John M. Huff, Director

#### ORGANIZATION PLAN AND CHART

The Department of Insurance, Financial Institutions and Professional Registration ("DIFP") is charged with the administration and execution of laws relating to insurance in Chapters 325 and 374 through 385, RSMo, health service organizations and health maintenance organizations in Chapter 354, RSMo, insurance-related provisions in the workers' compensation law in Chapter 287, the tort laws in Chapter 537, RSMo, laws relating to finance in Chapters 361 through 369 and 371, RSMo, credit unions in Chapter 370, RSMo, and the regulation of numerous professions under Chapters 209, 214, 256, 324, 326 through 346, 436 and 620, RSMo.

The head of DIFP is a director appointed by the Governor with the advice and consent of the Senate under the authority of Section 374.020, RSMo. The director is assisted by a deputy director and by seven division directors carrying out various regulatory and administrative responsibilities.

Three divisions primarily relate to the monitoring of insurance markets and the functional regulation of participants in those markets:

**Consumer Affairs Division** – This division assists the general public in resolving complaints against insurance companies and producers, providing information to consumers and investigating complaints of insurance fraud and unfair claims settlement practices.

**Insurance Market Regulation Division** – This division protects the interests of Missouri's insurance-buying consumers by routinely reviewing insurance contracts and examining insurance offices to ensure companies are conducting business in compliance with state laws and regulations.

**Insurance Company Regulation Division** – This division administers the admission of insurance companies into the Missouri market and monitors the financial condition of all Missouri based insurance companies.

These three divisions are led by division directors appointed by the DIFP director. The primary responsibility of the deputy director is the administration of the three insurance-related divisions.

Two divisions relate to the function of regulating participants in the business of finance:

**Division of Finance** – This division is responsible for the incorporation and regulation of state-chartered banks, trust companies, savings banks and other entities in the Missouri finance market and monitors the activity of participants in the finance markets.

301 West High Street, Room 630, P.O. Box 690 • Jefferson City, Missouri 65102-0690  
Telephone 673/751-4128 • TDD 1-673-626-4636 (Hearing Impaired)  
<http://www.difp.mo.gov>

Division of Credit Unions – This division administers the entry of credit unions into the Missouri finance market and monitors the activity of those participants in the finance markets.

The sixth division is the Division of Professional Registration. Professional Registration is charged with protecting the public by licensing qualified professionals, enforcing professional standards and maintaining communication with the licensed professionals. The division coordinates the efforts of 40 regulatory boards and commissions.

The seventh division in DIFP is the Administration Division. This division is responsible for the general operation and support within the department, including budgeting, human resources, fiscal management and strategic planning. The division is also responsible for the licensing of insurance producers operating within the state as well as public adjusters, bail bondsmen and surplus line brokers. This division is led by a division director appointed by the DIFP director.

The Director of DIFP also receives assistance from a public information officer; a legislative coordinator; a legal section which provides legal advice to the director and prosecutes administrative and civil enforcement actions; and a receivership section that supervises insolvent insurance companies placed into court receivership.

Jeremiah W. (Jay) Nixon  
Governor  
State of Missouri



Department of Insurance  
Financial Institutions  
and Professional Registration  
John M. Huff, Director

Division of Professional Registration Board/Commission Listing

Behavior Analyst Advisory Board  
Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects  
Board for Respiratory Care  
Board of Accountancy  
Board of Chiropractic Examiners  
Board of Cosmetology and Barber Examiners  
Board of Embalmers & Funeral Directors  
Board of Examiners for Hearing Instrument Specialists  
Board of Geologist Registration  
Board of Nursing  
Board of Occupational Therapy  
Board of Optometry  
Board of Pharmacy  
Board of Podiatric Medicine  
Board of Private Investigator and Private Fire Investigator Examiners  
Board of Registration for the Healing Arts  
Board of Therapeutic Massage  
Committee for Professional Counselors  
Committee for Social Workers  
Committee of Dietitians  
Committee of Interpreters  
Committee of Psychologists  
Dental Board  
Interior Design Council  
Missouri Acupuncturist Advisory Committee  
Missouri Advisory Commission for Anesthesiologist Assistants  
Missouri Advisory Commission for Clinical Perfusionist  
Missouri Advisory Commission for Dental Hygienists  
Missouri Advisory Commission for Physician Assistants  
Missouri Advisory Commission for Professional Physical Therapists  
Missouri Advisory Commission for Speech-Language Pathologists & Audiologists  
Missouri Athletic Trainer Advisory Committee  
Office of Athlete Agents  
Office of Athletics  
Office of Endowed Care Cemeteries  
Office of Tattooing, Body Piercing & Branding  
Real Estate Appraisers Commission  
Real Estate Commission  
State Committee of Marital & Family Therapists  
Veterinary Medical Board

301 West High Street, Room 530, P.O. Box 690 • Jefferson City, Missouri 65102-0690 •  
Telephone 573/761-4126 • TDD 1-573-526-4536 (Hearing Impaired)  
<http://www.difp.mo.gov>



Jeremiah W. (Jay) Nixon  
Governor  
State of Missouri



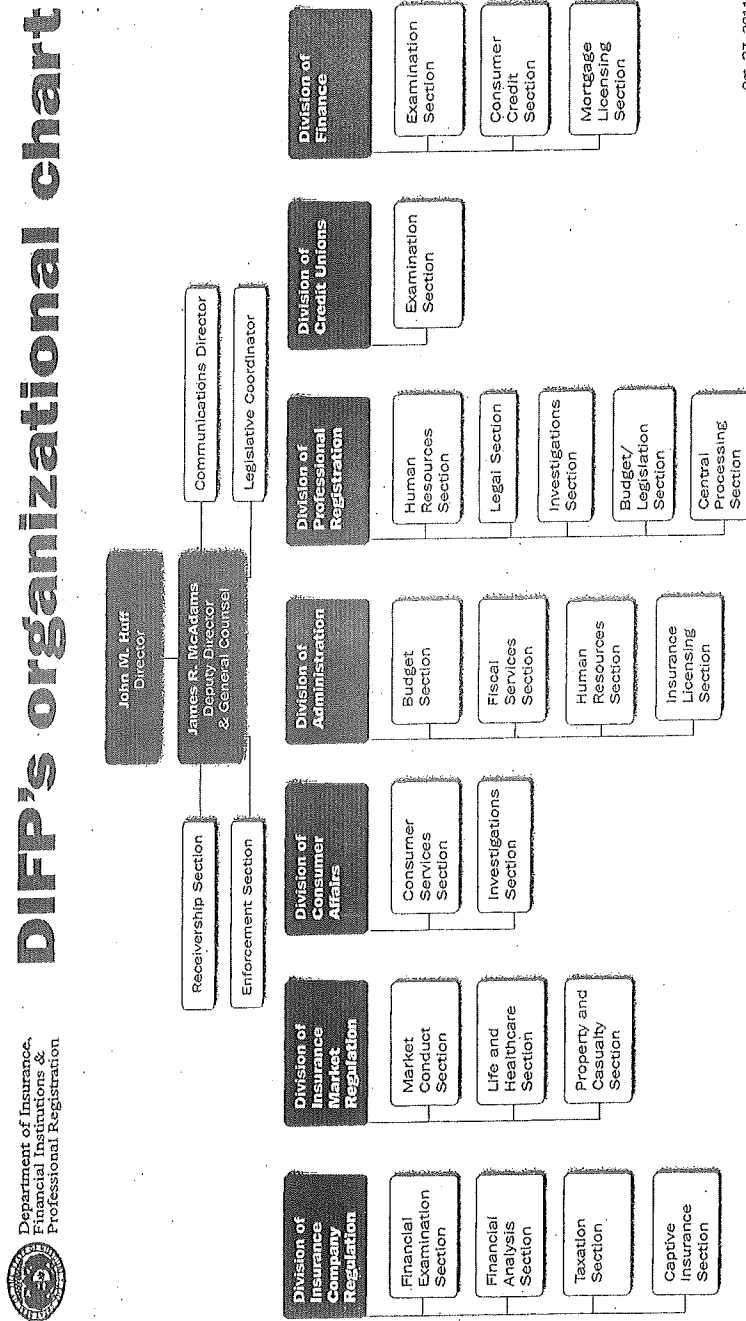
Department of Insurance  
Financial Institutions  
and Professional Registration  
John M. Hoff, Director

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Division of Finance Board/Commission Listing  
State Banking and Savings and Loan Board  
Residential Mortgage Board

Division of Credit Unions Board/Commission Listing  
Credit Union Commission

301 West High Street, Room 630, P.O. Box 690 • Jefferson City, Missouri 65102-0690 •  
Telephone 573/761-4126 • TDD 1-873-526-4536 (Hearing Impaired)  
<http://www.difp.mo.gov>



DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND  
PROFESSIONAL REGISTRATION  
SALARY SCHEDULE

Executive Level	Title	FY2012 Salary Range	
		Minimum	Maximum
I	Department Director	\$85,128	\$123,972
II	Deputy Director/General Counsel	\$78,012	\$113,424*
IV	Division Director, Consumer Affairs	\$65,676	\$95,040
	Division Director, Credit Unions**		\$95,991
	Division Director, Finance**		\$105,372
	Chief Financial Examiner, Insurance Company Regulation		\$104,674
IV	Division Director, Insurance Market Regulation	\$65,676	\$95,040
IV	Division Director, Professional Registration	\$65,676	\$95,040
IV	Division Director, Administration	\$65,676	\$95,040

\*Maximum authorized to be \$1,000 less than the Director's salary, per Section 374.120, RSMo.

\*\*These positions are exempt from the Uniform Classification and Pay System (UCP), pursuant to enactment of House Bill 379 and Senate Bill 318 (TAFP 2005).



GOVERNOR OF MISSOURI

JEREMIAH W. (JAY) NIXON  
GOVERNORJEFFERSON CITY  
65102P.O. Box 720  
(673) 751-3222

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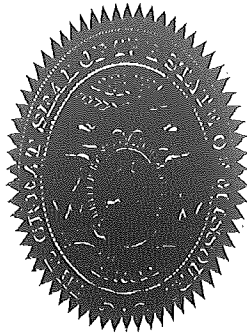
DEC 30 2011

The Honorable Robin Carnahan  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101  
SECRETARY OF STATE  
COMMISSION DIVISION

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Labor and Industrial Relations dated October 21, 2011 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

  
GOVERNOR12/29/11  
DATE

ATTEST:

  
SECRETARY OF STATE[www.governor.mo.gov](http://www.governor.mo.gov)



421 East Dunklin Street, P.O. Box 504  
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www.labor.mo.gov  
E-mail: diroffice@labor.mo.gov

NOV - 2 2011

JEREMIAH W. (JAY) NIXON  
GOVERNOR

LAWRENCE G. REEBMAN  
DEPARTMENT DIRECTOR

October 21, 2011

Kelvin L. Simmons  
Commissioner of Administration  
Capitol Building, Room 125  
Jefferson City, MO 65102

Dear Commissioner Simmons:

In accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974, the Department of Labor and Industrial Relations submits its departmental plan, including executive pay plan and organizational chart. The plan accurately reflects the composition of the Department at this time.

While the Department has made minor section moves within its divisions since the last submission, there have not been any substantial organizational changes.

If you have any questions, please contact me or Tammy Cavender, Director of Administration, at 751-3977.

Sincerely,

LAWRENCE REEBMAN  
Director

Enclosures

c: John Watson  
Jeff Harris  
Lori Strong-Goeke

Relay Missouri: 800-735-2966

## DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

## ORGANIZATIONAL PLAN

The Department of Labor and Industrial Relations (department) was created by Article IX section 49 of the Missouri Constitution. Operating under the authority of Chapter 286 RSMo, and others, the department promotes economic security, fosters safe and healthy workplaces and enforces labor and anti-discriminatory laws.

The Department is comprised of the Labor and Industrial Relations Commission and five divisions: (1) The Division of Employment Security; (2) The Division of Workers' Compensation; (3) The State Board of Mediation; (4) The Division of Labor Standards; and (5) The Missouri Human Rights Commission.

## DEPARTMENT MANAGEMENT

The Labor and Industrial Relations Commission (commission) shall be in charge of the Missouri Department of Labor and Industrial Relations as provided by Section 49, Article IV of the Missouri Constitution. The commission consists of three members appointed by the governor with the advice and consent of the Senate.

The department director is nominated by the commission, appointed by the governor, and confirmed by the Senate. The director is the chief administrative officer of the department. The director appoints the central management staff and some division directors, supervises the departmental agencies and advises the governor and General Assembly on matters relating to labor and industrial relations issues.

The deputy director supervises the departmental agencies and is responsible for the supervision of the administration within the department. The deputy director assists in legislative and budget efforts and performs functions as delegated by the department director.

The office of general counsel prepares legal opinions; advises the director and other management staff; litigates all employment security tax and benefit cases including appeals; assists in the collection of delinquent unemployment contributions; represents the department in matters before the Administrative Hearing Commission, the Equal Opportunity Commission and the Missouri Commission on Human Rights; represents the Missouri Commission on Human Rights in housing discrimination cases; and reviews contracts and leases.

The director of administration is responsible for the department's administrative support and operation functions including financial management, human resources, supply, procurement, research and analysis and administrative services.

#### LABOR AND INDUSTRIAL RELATIONS COMMISSION

The Labor and Industrial Relations Commission (commission) is composed of three commissioners and operates under the authority of Chapter 286, RSMo. Each commissioner is appointed to a staggered six year term by the governor with the advice and consent of the Senate. One member of the commission, who must be a licensed Missouri attorney, represents the public. The other two members represent employers and employees, respectively. The governor designates one member as chair. The commission hears appeals from administrative decisions in workers' compensation, unemployment compensation, and tort victims' compensation cases. The commission also hears and decides prevailing wage disputes. In addition, the commission approves or disapproves all rules or regulations proposed by the divisions within the department.

#### DIVISION OF EMPLOYMENT SECURITY

The Division of Employment Security (division), operating under the authority of Chapter 288, RSMo, administers the unemployment insurance program in Missouri. The division collects contributions from employers and pays unemployment benefits to individuals who are eligible under the law. Through four claims centers located in Jefferson City, St. Louis, Kansas City and Springfield, unemployed Missouri workers file initial and weekly claims for unemployment compensation by telephone or Internet. A person must have worked in employment covered under the Missouri Employment Security Law and earned enough qualifying wages in order to establish a claim for unemployment benefits. The division also pays federal Emergency Unemployment Compensation to eligible claimants who have exhausted all regular unemployment insurance benefits; pays state Extended Benefits to eligible claimants who have exhausted all regular unemployment insurance and emergency unemployment compensation benefits (due to passage of HB 1075 in 2009, HB 1544 in 2010 and HB 163 in 2011); pays Trade Readjustment Allowance benefits for those eligible workers who are unemployed as a result of imports or other trade conditions; and pays Disaster Unemployment Assistance benefits to eligible workers who are unemployed as a result of natural disasters as designated by the federal government. This program also audits claims for potential fraud, and establishes and collects overpaid unemployment insurance benefits.

Detailed wage records are kept on every worker reported by employers on the quarterly contribution and wage report in order to calculate benefits. The division establishes employers' unemployment insurance tax accounts; processes the quarterly contribution and wage reports; makes all accounting transactions in regard to employers' accounts, including benefit charges; conducts federally mandated audits; makes determinations in regard to the proper reporting of workers and workers wages; collects delinquent contributions (taxes) and contribution and wage reports; and calculates employers' annual tax rates.

#### DIVISION OF WORKERS' COMPENSATION

The Division of Workers' Compensation (division), operating under the authority of Chapter 287, RSMo, administers Missouri's Workers' Compensation Law. The division's primary function is to provide prompt and equitable resolutions of all cases involving work-related injuries and occupational diseases. The program also provides mediation services to resolve disputed issues between an employee and an employer or insurer. It oversees payments of rehabilitation of seriously injured workers, resolves disputes concerning the reasonableness of medical fees and charges, reviews and approves applications by employers or group trusts for self-insurance authority, investigates allegations of workers' compensation fraud and noncompliance, and collection of surcharge payments to and processes benefit payments from the Second Injury Fund.

The program also administers the Tort Victims' Compensation program and the Line of Duty Compensation Fund (due to passage of HB 580 in 2009), which provides a \$25,000 benefit to the estate of any public safety officer killed in the line of duty.

#### STATE BOARD OF MEDIATION

The State Board of Mediation is a quasi-judicial board created by the General Assembly in 1947. This five-member board is appointed by the governor. Two members are employers or selected from an association representing employers. The other two members hold membership in a bona fide trade or labor union. The fifth member is a neutral party who serves as full-time chair and executive director of the agency.

The Board of Mediation regulates the labor relations of public utilities and determines appropriate bargaining units of public employees, based on the respective community of interests. The Board of Mediation also conducts elections to determine the representation status of petitioning bargaining units.



**DIVISION OF LABOR STANDARDS**

The Division of Labor Standards, operating under the authority of Chapters 290, 291, 293, 294 RSMo, consists of four sections: Wage and Hour, On-Site Safety and Health Consultation, Mine and Cave Safety and Health, and the Workers' Safety Program. The division's responsibilities include issuing child labor work permits, assisting the public with issues relating to wage, hours and dismissal rights, investigating child labor, prevailing wage and minimum wage complaints and ensuring safe and healthy workplaces through inspections and consultations.

**COMMISSION ON HUMAN RIGHTS**

The Commission on Human Rights, operating under the authority of Chapter 213 RSMo, provides equitable and timely resolution of discrimination claims through the enforcement of the Missouri Human Rights Act. The commission also advises, recommends and implements ways to prevent and eliminate discrimination.

Missouri Department of Labor and Industrial Relations  
Boards and Commissions

- Administrative Law Judge Review Committee
- Labor and Industrial Relations Commission
- Missouri Commission on Human Rights
- Missouri State Unemployment Council
- State Board of Mediation

*Department of Labor and Industrial Relations  
Executive Pay Plan  
Fiscal Year 2012*

Title	FY 2012 Salary Range	
	<i>Minimum</i>	<i>Maximum</i>
Department Director	\$85,128	\$123,972
Deputy Director	\$78,012	\$113,424
Director, Division of Employment Security	\$71,544	\$103,860
Director, Division of Administration*		\$85,128
Director, Division of Labor Standards	\$65,676	\$95,040
Executive Director, MO Commission on Human Rights	\$65,676	\$95,040
Executive Director (Chair), State Board of Mediation	\$53,292	\$76,284
Director, Division of Workers' Compensation*		\$105,429
Labor and Industrial Relations Commission*		\$105,070

\* Note – these positions are not part of the Executive Pay Plan; amount listed is actual salary as of July 1, 2011.



GOVERNOR OF MISSOURI

JEFFERSON CITY

65102

JEREMIAH W. CLAY/NIXON  
GOVERNORP.O. Box 780  
(673) 761-3222

RECEIVED &amp; FILED

The Honorable Robin Carnahan  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

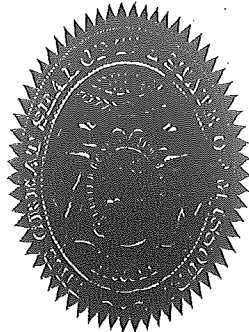
DEC 30 2011

  
SECRETARY OF STATE  
COMMISSION DIVISION

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Mental Health dated October 17, 2011 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment




APPROVED

  
GOVERNOR

12/29/11

DATE

ATTEST

  
SECRETARY OF STATE

JEREMIAH W. (JAY) NIXON  
GOVERNOR

KEITH SCHAFER, Ed.D.  
DIRECTOR



## MENTAL HEALTH COMMISSION

JOANN LEYKAM  
CHAIRPERSON  
KATHY CARTER  
SECRETARY  
DENNIS TESREAU  
NEVA THURSTON  
DAVID L. VLACH, M.D.

STATE OF MISSOURI  
DEPARTMENT OF MENTAL HEALTH

1706 EAST ELM STREET  
P.O. BOX 687  
JEFFERSON CITY, MISSOURI 65102  
(573) 751-4122  
(573) 751-8224 FAX  
[www.dmh.mo.gov](http://www.dmh.mo.gov)



October 17, 2011

Mr. Kelvin Simmons  
Commissioner  
Office of Administration  
Room 125, State Capitol  
Jefferson City, MO 65102

Dear Kelvin:

Enclosed please find the Department of Mental Health's current organizational chart and salary schedule for executive and administrative positions.

The only organizational change made since the last reorganization plan was filed with the Secretary of State relates to the Office of Transformation. As the grant officially ended September 30, 2011, the office is no longer under the direction of the Division of CPS. Personnel hired through the Transformation Grant were on time-limited positions.

Sincerely,

A handwritten signature in black ink, appearing to read "Keith Schafer".

Keith Schafer, Ed.D.  
Director

## Enclosures

cc: John Watson  
Gail Vasterling  
Doug Nelson  
Lori Strong-Goeke

### Department of Mental Health

The Department of Mental Health was officially established on July 1, 1974 as a cabinet-level state agency by the Omnibus State Government Reorganization Act; however, its functions date back to 1847. The Department serves as the state's Mental Health Authority, establishing philosophy, policy and standards of care.

State law provides three principal missions for the Department: (1) the prevention of mental disorders, developmental disabilities, substance abuse, and compulsive gambling; (2) the treatment, habilitation, and rehabilitation of Missourians who have those conditions; and (3) the improvement of public understanding and attitudes about mental disorders, developmental disabilities, substance abuse, and compulsive gambling.

The vision for the Missouri Department of Mental Health is "Hope, Opportunity, Community Inclusion - Missourians receiving mental health services will have the opportunity to pursue their dreams and live their lives as valued members of their communities".

Missourians must know that mental illness is treatable, that persons with substance abuse problems can triumph over their addictions, and that persons with developmental disabilities can be productive citizens and good neighbors in their communities.

#### Mental Health Commission

The Commission, composed of seven members, appoints the Director of the Department of Mental Health with confirmation of the Senate. Commissioners are appointed to four-year terms by the Governor, again with the confirmation of the Senate. Commissioners serve as policy advisers to the Department Director. The Commission, by law, must include an advocate of community mental health centers, a physician who is an expert in the treatment of mental illness, a physician concerned with developmental disabilities, a member with business expertise, an advocate of substance abuse treatment, a citizen who represents the interests of consumers of psychiatric services and a citizen who represents the interests of consumers of developmental disabilities services.

#### Office of the Director

The seven-member Missouri Mental Health Commission serves as the principal policy advisory body to the Department Director. The Director's duties include planning, supervising and evaluating the provision of services for Missourians with mental illness, developmental disabilities and addiction disorders. The Department of Mental Health (DMH) is comprised of three program divisions; the Division of Alcohol and Drug Abuse, Division of Comprehensive Psychiatric Services, and the Division of Developmental Disabilities, and several support offices.

DMH serves approximately 170,000 Missourians annually through state-operated facilities and contracts with private organizations and individuals. The state-operated psychiatric facilities include inpatient psychiatric care for adults and children, and services provided for court appointed offenders to the Sexual Offender Rehabilitation Treatment Services unit. In addition, 6 habilitation centers and 11 regional centers serve individuals with developmental disabilities. Other services are purchased from a variety of privately operated programs statewide through approximately 1,800 contracts managed annually by DMH.

Deputy Director

The Office of the Deputy Director provides the leadership and direction for a variety of department-wide and statewide functions that support program operations and services to DMH consumers. These include supervisory responsibility for the department's Office of Administration, General Counsel, Human Resources, Deaf Services and the Investigations Unit. The Deputy Director also co-supervises the Assistant to the Director position in relation to the oversight of Consumer Safety and Disaster Readiness. The Deputy Director also leads special projects at the Department Director's discretion.

Division of Alcohol and Drug Abuse

The Division of Alcohol and Drug Abuse was created in 1975 and established in statute in 1980 (RSMo 631.010) as part of the Department of Mental Health, with responsibility for ensuring that quality alcohol and drug abuse prevention, evaluation, treatment, and rehabilitation services are accessible to all Missourians.

The Division provides services in four program areas: substance abuse prevention, substance abuse treatment, compulsive gambling counseling, and the Substance Abuse Traffic Offenders Program. Services are delivered through a network of contracted providers. The Division promotes access, quality treatment, accountability, and consumer safety through its administrative standards and policies; ensures that its service providers are implementing evidence-based practices; monitors, evaluates and provides technical assistance to its network of providers; and collaborates with other state and federal agencies to stay abreast of the latest developments in the field and coordinate the delivery of services across multiple entities.

Division of Comprehensive Psychiatric Services

The Division of Comprehensive Psychiatric Services was created in 1977 and established in statute in 1980 (RSMo 632.010) as part of the Department of Mental Health with responsibility of ensuring delivery of services to persons with mental illness and children/youth with serious emotional disturbances.

The Division of Comprehensive Psychiatric Services directly operates seven adult psychiatric hospitals, as well as a small number of community residential beds and apartments. In addition, the Division operates one children's psychiatric hospital and one children's residential treatment center.

Six adult inpatient hospitals provide intermediate stay and long-term stay hospital level treatment and are located in St. Louis, St. Joseph, El Dorado Springs, Kansas City and Farmington. A seventh hospital providing maximum and intermediate security inpatient services for adults and forensic services for individuals with developmental disabilities is located in Fulton. The Division also operates five psychiatric group homes in Kansas City, three of which serve individuals who are dually diagnosed and DD Waiver eligible, and a supported apartment program. Services include ongoing assessment and treatment of individuals with serious mental illness whose recovery can be prolonged due to complications of treatment resistant illness, drug and/or alcohol dependence, developmental disabilities, brain trauma and legal issues. In addition to traditional psychiatric and medication services, treatment programs include cognitive behavioral therapy, social learning therapy, dialectic behavioral therapy, treatments specific to those with co-occurring mental illness and development disability, competency restoration and treatment specific to sexual predation.

Services for children and youth up to the age of 18 years with serious emotional disturbances are provided in two Division-operated facilities. Hawthorn Children's Psychiatric Hospital in St. Louis provides both acute hospitalization and residential treatment services. Cottonwood Residential Treatment Center in Cape Girardeau provides residential treatment services.

In addition, the Division contracts with not-for-profit community mental health centers to provide services for persons with mental illness in each of 25 geographic service areas. The agency responsible for service provision in each service area is designated as the Division's administrative agent. The administrative agents are responsible for assessment and service delivery to eligible individuals in their geographic service area. This includes responsibility to provide follow-up services to persons who have been discharged from state-operated inpatient services. Children and their families are also served by administrative agents.

Supported community living programs are provided to individuals with mental illness who require financial subsidies to support their housing needs or need more structured services to live in the community. The living arrangements in this program range from nursing homes to apartments, and other settings that are integrated into the community. Persons in these programs are provided support through case management and community psychiatric rehabilitation program services provided by administrative agents.

During Fiscal Year 2011, the Division provided inpatient services to 1,900 adults and 241 youth; outpatient and community support (includes residential) to 56,743 adults and 15,921 youth; and supported community living services to 4,868 adults and 201 youth.

#### Division of Developmental Disabilities

The Division of Developmental Disabilities (DD), established in 1974, serves persons with developmental disabilities such as mental retardation, cerebral palsy, head injuries, autism, epilepsy and certain learning disabilities. Such conditions must have occurred before age 22 with the expectation that they will continue. To be eligible for services from the Division, persons with these disabilities must have substantial functional limitations in two or more of the following six areas of major life activities: self-care, receptive and expressive language development and use, learning, self-direction, capacity for independent living or economic self-sufficiency and mobility.

The Division's focus is on improving the lives of persons with developmental disabilities and their families through programs, supports and services to enable persons with developmental disabilities to live independently and productively. In 1988, the Division began participation in the Medicaid home and community-based waiver program designed to help expand needed services throughout the state.

Specialized services are either provided directly or purchased through contracts by 17 entities operated by the Division. The Division's 11 regional offices are the primary points of entry into and exit from the system. The regional offices determine eligibility, provide service coordination and work with individuals, families and contract with Senate Bill 40 Boards, Affiliated Community Service Providers (ACSP) and private providers for the provision of a comprehensive array of services in the following areas: Albany, Central Missouri, Hannibal, Joplin, Kansas City, Kirksville, Poplar Bluff, Rolla, Sikeston, Springfield and St. Louis.

There are also six state operated habilitation centers— Bellefontaine Habilitation Center, Higginsville Habilitation Center, Marshall Habilitation Center, Nevada Habilitation Center, Southeast Missouri Residential Services, and St. Louis DDTC, which primarily provide residential care and habilitation services to persons who are medically and behaviorally challenged, or court committed. All habilitation centers are Title XIX certified as Intermediate Care Facilities for the Mentally Retarded (ICF/MR).



Assigned Boards and Commissions

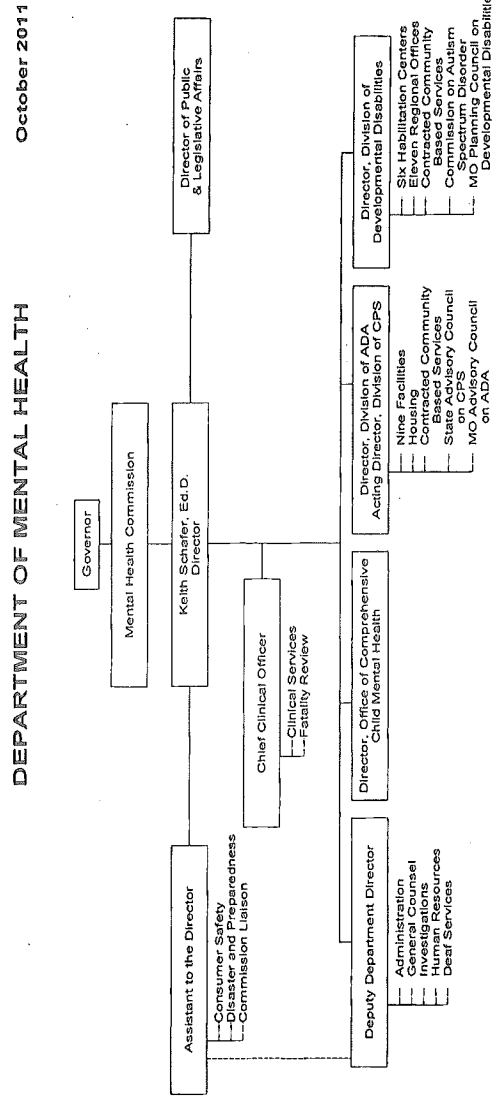
The *Commission on Autism Spectrum Disorders* was established in August 2009 per RSMo 633.200. The Commission is housed within the Department of Mental Health (with direct oversight from the Division of Developmental Disabilities). The Commission shall advise and make recommendations to the Governor, General Assembly, and relevant state agencies regarding matters concerning all state levels of autism spectrum disorder services, including health care, education, and other adult and adolescent services. The Commission is comprised of 24 members and shall consist of a broad representation of Missouri citizens, both urban and rural, who are concerned with the health and quality of life for individuals with autism spectrum disorder. The members of the Commission, other than the members from the General Assembly and ex-officio members, are appointed by the Governor with the advice and consent of the Senate.

The *Missouri Advisory Council on Alcohol and Drug Abuse* was established in state statute in 1980 to serve as an advisory body to the Division of Alcohol and Drug Abuse on policy, prevention, and treatment activities in the state of Missouri. The council is comprised of up to 25 members appointed by the Division Director. Members have professional, research, and/or personal interest in the delivery of substance abuse prevention and treatment services.

The *State Advisory Council for Comprehensive Psychiatric Services* was first established in 1977 by Governor's executive order. Members are appointed by the Director of the Division of Comprehensive Psychiatric Services. The Council is comprised of 25 members who advise and make recommendations on the development and coordination of a statewide interagency/interdepartmental system of care for children/youth with serious emotional disorders and persons with mental illness and their families. Council members are primary consumers, family members, service providers and state agency representatives. The Council by-laws state the Council will 1) Advise the Division in the development of models of services, long range planning and budgeting priorities; 2) Identify statewide needs, gaps in services, and movement toward filling gaps; 3) Provide education and information about mental health issues; and 4) Monitor, evaluate, and review the allocation and adequacy of mental health services within the state.

The *Missouri Planning Council for Developmental Disabilities* was created in 1971 under federal legislation. The Council's federal mandate is to plan, advocate for, and give advice concerning programs and services for persons with developmental disabilities that will increase their opportunities for independence, productivity and integration into communities. The Council also serves, under Missouri statute, as the Missouri Advisory Council on Mental Retardation and Developmental Disabilities, providing advice to the Division and its Director. The council consists of up to 25 members that are appointed by the Governor.

Additionally, Missouri statute allows the Director of the Division of DD to establish Regional Developmental Disabilities Advisory Councils in any of the regions of the state to advise and participate in the development of regional plans of programs and supports and services for persons with developmental disabilities. The regional councils may have up to 20 members who reside in the region and serve staggered three-year terms. The council members are appointed by the Division Director.



Revised 10/28/11

FY 2012 – July 1, 2011  
Salary RangeDEPARTMENT OF MENTAL HEALTH

	Executive Pay Level	Low	-	High
Department Director (Non-Physician)*:	I	\$85,128	-	\$123,972
Deputy Department Director:	II	\$78,012	-	\$113,424
Chief Clinical Officer (Board Certified Psychiatrist)**			-	\$174,38
Director, Division of Developmental Disabilities:	III	\$71,544	-	\$103,860
Director, Division of Alcohol and Drug Abuse:	III	\$71,544	-	\$103,860
Deputy Director for Administration:	IV	\$65,676	-	\$95,040
Deputy Director for Human Resources:	IV	\$65,676	-	\$95,040

\*Appropriated amount – State Mental Health Commission sets salary

\*\*Actual Salary – currently over the Executive Level III range due to the incumbent being a board certified Psychiatrist. An exception to the current executive pay plan assignment was recommended by the Personnel Advisory Board and approved by the Commissioner of Administration. The salary range for Executive Level III remains in effect when the incumbent is not a board certified Psychiatrist.



GOVERNOR OF MISSOURI

JEFFERSON CITY

65102

JEREMIAH W. (JAY) NIXON  
GOVERNORP.O. Box 720  
(573) 751-3222

RECEIVED &amp; FILED

The Honorable Robin Carnahan  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

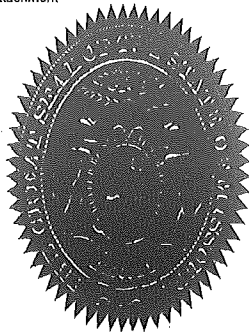
DEC 30 2011

  
SECRETARY OF STATE  
COMMISSION DIVISION

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Natural Resources dated November 18, 2011 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED

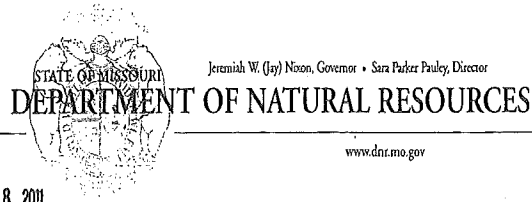
  
GOVERNOR

12/29/11

DATE

ATTEST

  
SECRETARY OF STATE[www.governor.mo.gov](http://www.governor.mo.gov)



NOV 18 2011

Mr. Kelvin L. Simmons, Commissioner  
Office of Administration  
State Capitol Building, Room 125  
Jefferson City, MO 65101

Dear Commissioner Simmons:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, I respectfully submit the attached departmental plan for the Department of Natural Resources.

We have made a few changes to our plan narrative and a revised organization chart which includes our boards and commissions has also been included.

If you have any questions, please feel free to contact me.

Sincerely,

DEPARTMENT OF NATURAL RESOURCES

A handwritten signature in dark ink, appearing to read "Sara Parker Pauley", is written over the typed name and title.

Sara Parker Pauley  
Director

SPP:lgk

Enclosures

c: John R. Watson, Governor's Office Chief of Staff  
Doug Nelson, Governor's Office Liaison  
Lori Strong-Goeke, Assistant Director, OA Division of Budget and Planning  
Leanne Tippet Mosby, Deputy Director Operations, DNR  
Dru Buntin, Deputy Director Policy, DNR  
Lori Gordon, Director, Division of Administrative Support



**DEPARTMENT OF NATURAL RESOURCES****Organizational Plan**

The goal of the Department of Natural Resources is to provide a unified organizational structure for the management of Missouri's natural resources.

The Director, appointed by the Governor and confirmed by the Senate, is the chief executive officer and appointing authority of the Department of Natural Resources. The Director is empowered to allocate and reallocate duties and functions to create an organization which promotes the economical and efficient administration of the agency's duties.

Councils and Commissions assigned to the Department of Natural Resources by Type II transfers retain certain of their policy-making authorities. Included are the Air Conservation Commission, the Clean Water Commission, the Land Reclamation Commission, the Soil and Water Districts Commission, the State Inter-Agency Council for Outdoor Recreation and the State Oil and Gas Council. The Department of Natural Resources is composed of the Office of Director, the Division of Administrative Support and programmatic divisions. These programmatic divisions are the Division of Energy, the Division of Environmental Quality, the Division of State Parks, and the Division of Geology and Land Survey.

**OFFICE OF THE DIRECTOR**

The Office of Director is the central management unit within the Department of Natural Resources. Responsibilities include coordinating, developing, and implementing the department's strategic planning efforts, policy research, legislative initiatives, information services, communication and employee relations activities of the department. The Director's Office is responsible for providing overall direction for the department.

**DIVISION OF ADMINISTRATIVE SUPPORT**

The Division of Administrative Support includes the functions of budget development, financial resource allocations, internal audit, accounting, human resources, procurement, grants management and general services.

**DIVISION OF ENERGY**

The Division of Energy is a non-regulatory state entity that helps ensure adequate energy supplies, promotes energy efficiency and advocates for the use of Missouri indigenous energy resources, especially renewable energy. In the Division of Energy staff manage projects and subgrants, oversee large contracts and provide technical assistance to deliver energy efficiency services and programs to Missourians, including energy-efficiency improvements to existing housing, improved energy-efficient building techniques and technologies for new homes, training for public and private sector facility managers and industrial energy efficiency opportunities. The Division of Energy participates in utility regulatory cases to encourage utility investments in energy efficiency programs for their customers and helps utilities design these customer programs. In addition, the Division of Energy monitors energy supplies and prices, conducts special assessments in response to potential or actual supply disruptions or shortages and coordinates mitigation efforts with state and federal agencies and decision-makers. The Division of Energy encourages the use of Missouri's indigenous energy resources and

technologies through various initiatives. The Division advances development of Missouri's wind resources and collected new data that helped lead to the development of Missouri's first three utility-scale wind-generation projects. The Division also works extensively in the biomass arena, which includes promotion of ethanol and biodiesel production and use in the general marketplace; increased use of biofuels in state-owned vehicles; and technical assistance and analysis focused on the use of various biomass materials for energy.

#### DIVISION OF ENVIRONMENTAL QUALITY

The Division of Environmental Quality oversees the state's environmental management in the areas of water pollution and drinking water, air pollution control, hazardous waste management, solid waste management, and mining reclamation. The division also includes environmental services and regional office functions and activities.

**Water Protection** helps ensure clean and safe water for all Missourians. To help ensure safe drinking water, Water Protection provides financial and technical assistance to public drinking water supplies, sets standards for safety and testing, issues permits and conducts compliance efforts, where necessary. Clean water is vital to a healthy economy. Water Protection protects Missouri's surface and groundwater for drinking water, recreation, farming and industrial uses including fishing, swimming, livestock watering and irrigation. To help ensure clean water, Water Protection classifies water bodies, establishes safe levels to protect the uses of each, issues permits to wastewater treatment discharges and provides technical and financial assistance to improve water quality. Water Protection also monitors the water quality of streams and lakes and develops strategies to restore impaired waters; permits large concentrated animal feeding operations; and administers low-interest loan and grant programs to help ensure Missouri communities develop adequate water infrastructure at an affordable cost. Water Protection also trains and certifies operators at Missouri's water supply and wastewater treatment plants.

**Air Pollution Control** strives to maintain and improve the quality of Missouri's air to protect public health, general welfare and the environment. Air Pollution Control operates according to the Clean Air Act, Missouri Air Conservation Law and State Implementation Plans and Rules. Air Pollution Control issues construction and operating permits to help ensure facilities are built in compliance with the laws and rules and not operating in a manner to cause violations of federal and state, health-based air quality standards. Air Pollution Control, working with the department's regional offices, identifies facilities that are not in compliance and works with them to reach compliance. If those efforts are unsuccessful, Air Pollution Control will start enforcement action.

By collecting air monitoring and emission inventory information, Air Pollution Control provides benchmark data and measures collected data against that benchmark to provide an indicator of whether air pollution control in Missouri is successful. When EPA promulgates an air quality standard for a pollutant, it triggers a process to evaluate each county in the state and determine what areas of the state violate the new standard. EPA then designates those areas found to "cause or contribute" to the violation as "nonattainment" areas. This designation then triggers a 3-year time frame for the state to submit a State Implementation Plan, which is a plan to detail what measures the state will implement to improve air quality in the nonattainment area to the

level necessary to achieve the standard. Four areas within the state are currently designated non-attainment including St. Louis Ozone, St. Louis PM<sub>2.5</sub> (fine particles), Herculaneum Lead and Buick/Viburnum non-attainment areas. The department is working to attain these federal standards, while maintaining air quality for the rest of the state. In addition, the department is working through the issues related to the new federal standards for lead, sulfur dioxide and nitrogen dioxide.

**Solid Waste Management**, through oversight of solid waste facilities, ensures groundwater remains safe and clean and that land is restored to a community friendly state. To assist in producing these desired outcomes, Solid Waste Management operates a federally authorized regulatory program (40 CFR Part 258, Subpart D) overseeing solid waste facilities and their operations and administers the solid waste management district grant program and scrap tire program.

**Solid Waste Management:**

- Permits, inspects, and provides technical assistance to solid waste facilities (e.g., landfills, transfer stations, and scrap tire facilities) to help ensure they are designed and operated to protect public health, safety, and the environment, and enforces solid waste laws and regulations.
- Consults with the community on solid waste decisions.
- Provides grant funding to solid waste management districts to fund their operations and community-based waste reuse, reduction and recycling projects.
- Reviews, evaluates, and approves district grants and provides training for the solid waste district executive board and staff, as needed.
- Monitors progress of grant projects and provides technical assistance to districts or district subgrantees, as needed.
- Conducts performance audits (via independent contractors) for each of the solid waste districts every three years, subject to the availability of resources, to ensure compliance with laws and regulations.
- Promotes recycling and alternatives to disposal by developing guidance materials, conducting outreach efforts, and providing technical assistance.
- Encourages use of scrap tire materials and expansion of end markets for such materials and products.
- Investigates and pursues the cleanup of illegal dumps.
- Provides landfill operator certification and recertification training.
- Develops, maintains and updates a statewide solid waste plan, including data on types of wastes and information on innovative technologies.

**The three major functions of Hazardous Waste are:**

Hazardous Waste is responsible for ensuring compliance with laws and regulations designed to prevent pollution. Hazardous Waste works with businesses that generate and transport hazardous wastes to ensure safe handling and disposal by issuing identification numbers, certifications and permits to companies that treat, store and dispose of hazardous wastes. In reporting year 2010, Missouri companies generated about 233,400 tons of hazardous waste. Approximately 79% of this was treated or disposed of in Missouri; the remainder was shipped



out of state or out of country. During this same period, Missouri received approximately 128,000 tons of hazardous waste from outside the state. About 93.2% of this imported waste was burned by Missouri cement kilns in their cement making operations as a substitute for coal. Hazardous Waste also oversees the operation of over 3,600 underground storage tank sites.

Hazardous Waste is responsible for ensuring cleanup of contamination that is not caused by nature. Hazardous Waste implements laws that require responsible parties to be accountable for the contamination they cause. They also work with parties seeking to voluntarily clean up contamination. In all cases, the department provides oversight for investigating and remediating contamination to bring these sites back into beneficial reuse for economic benefit and sustainable communities. Where appropriate, Hazardous Waste performs operation and maintenance activities to help assure that remedial actions taken at a site continue to be protective of human health and the environment. Examples are: Brownfields, gas stations, major oil refineries, abandoned lead mine sites, major industrial areas, wood treaters, Superfund sites, drycleaners, federally owned sites and many others.

Because most cleanups leave some residual contamination, Hazardous Waste implements long-term stewardship measures to ensure that cleanup decisions result in safe and productive reuse of properties for future generations. Examples of long-term stewardship tools include: engineered controls to isolate contamination, property controls to limit activities, governmental controls such as zoning or permits, informational devices and regular inspections.

For coal and industrial minerals (barite, tar sands, clay, limestone, sand and gravel, granite, trap rock, etc.), Land Reclamation ensures that all exploration and surface mining operations are conducted in a manner that will not be detrimental to public health or safety, or cause environmental pollution. Land Reclamation issues permits and conducts inspections for all surface mining operations. To obtain a permit from Land Reclamation, mine operators must submit operation and reclamation plans that demonstrate the land will be returned to productive use. Issues such as blasting etc. are often concerns, but there is little remedy in Missouri mining law. Quarries and coal mines create concern related to blasting and truck traffic, noise, hours of operation, and water runoff. Gravel mines create concern due to the impacts to Missouri streams and farmlands. Many of these concerns can be addressed through public meetings allowing an exchange of information, public hearings, or permit conditions.

The metallic minerals function implements the Metallic Minerals Waste Management Act (lead, iron, zinc, copper, gold and silver), which only regulates the metallic mineral waste disposal areas of the mining operations. Missouri has the largest lead mining district in the United States. The key issue for our state is to ensure that these areas are properly reclaimed. Land Reclamation confers with all other environmental areas to ensure that all appropriate environmental laws are met in the construction and reclamation of these waste disposal areas.

Environmental Services provides sampling, monitoring and analysis for water, air and drinking water efforts, environmental emergency response and management of the Clandestine Drug Lab Collection station program for clean up of controlled substances (primarily wastes associated with methamphetamine production).

The **Regional Offices** provide interaction with regulated facilities and citizens at the local level. Staff of the Regional Offices conduct environmental inspections, investigate citizen concerns, provide technical assistance, issue water pollution and open burning permits, and are responsive to inquiries and requests for assistance from multiple sources, including the public, legislators, other department entities, various federal and state agencies, various media outlets, and other DNR staff.

#### **DIVISION OF STATE PARKS**

The Division of State Parks manages the many recreational, cultural, and historical resources of the Missouri state park system. State Parks also administers programs to promote outdoor recreation statewide. These activities are accomplished through grant programs. The mission of the Division of State Parks is to preserve and interpret the state's most outstanding natural features; to preserve and interpret the state's most outstanding cultural landmarks; and to provide compatible recreational opportunities in these areas. The division manages 85 state parks and historical sites plus the Roger Pryor Pioneer Backcountry. These state parks and historic sites are scattered throughout the state, each containing unique and diverse natural and cultural resources. The park system also includes five district offices, and five support functions.

#### **DIVISION OF GEOLOGY AND LAND SURVEY**

The Division of Geology and Land Survey's mission is to investigate the state's geology and apply technical knowledge to environmental decisions and geologic hazards; to determine the character and availability of the state's energy and mineral resources; to oversee the proper construction of all wells, including water, exploration, heat pump and monitoring wells, and to restore and maintain the original land survey monuments and maintain a repository of land survey records. Another major responsibility of the division is to maintain the United States Public Land Survey System (USPLSS). The corners of the USPLSS are the framework from which all surveyors and property owners must rely for the determination of all land boundaries.

#### **WATER RESOURCES**

Water Resources serves as the state's lead agency dealing with water quantity issues such as interstate water management, statewide water use and planning, water resources monitoring and assessment, drought assessment, and flood coordination. Water Resources also is responsible for the regulation of nonfederal dams through the Dam and Reservoir Safety Program. Staff hydrologists and engineers perform complex analyses to determine the benefits or adverse impact of interstate river operations and resultant water quantity impacts for the state of Missouri. Staff provides analytical support on legal challenges and is involved in negotiations with other states on water quantity issues.

**SOIL AND WATER**

Soil and Water Conservation implements the policies of the Soil and Water Districts Commission. Services are provided through Soil and Water Conservation and local soil and water districts throughout the State of Missouri. In addition, grants and loans are provided to landowners for land practices that reduce soil erosion in the State of Missouri. Soil and Water Conservation administers voluntary programs developed by the Soil and Water Districts Commission and funded by the Soil and Water Sales Tax to conserve Missouri's soil and water resources for agricultural production. The Soil and Water Conservation staff assist the 114 soil and water conservation districts throughout the state in the reduction of agricultural erosion and sediment runoff to maintain the land's agricultural productivity.

**ENVIRONMENTAL IMPROVEMENT AND ENERGY RESOURCES AUTHORITY**

The Environmental Improvement and Energy Resources Authority (EI ERA), under Chapter 260, RSMo is an independent, self-supporting, quasi-governmental agency assigned to the Missouri Department of Natural Resources.

Due to the special independent status as "a body corporate and politic," the authority is able to issue tax-exempt bonds and utilize fees charged for issuance of its bonds and notes. The authority is empowered to conduct environmental and energy research and development activities, develop alternative methods of financing environmental and energy projects, and assist Missouri communities, organizations, and businesses in obtaining low-cost funds and other financial assistance for projects related to the authority purpose.

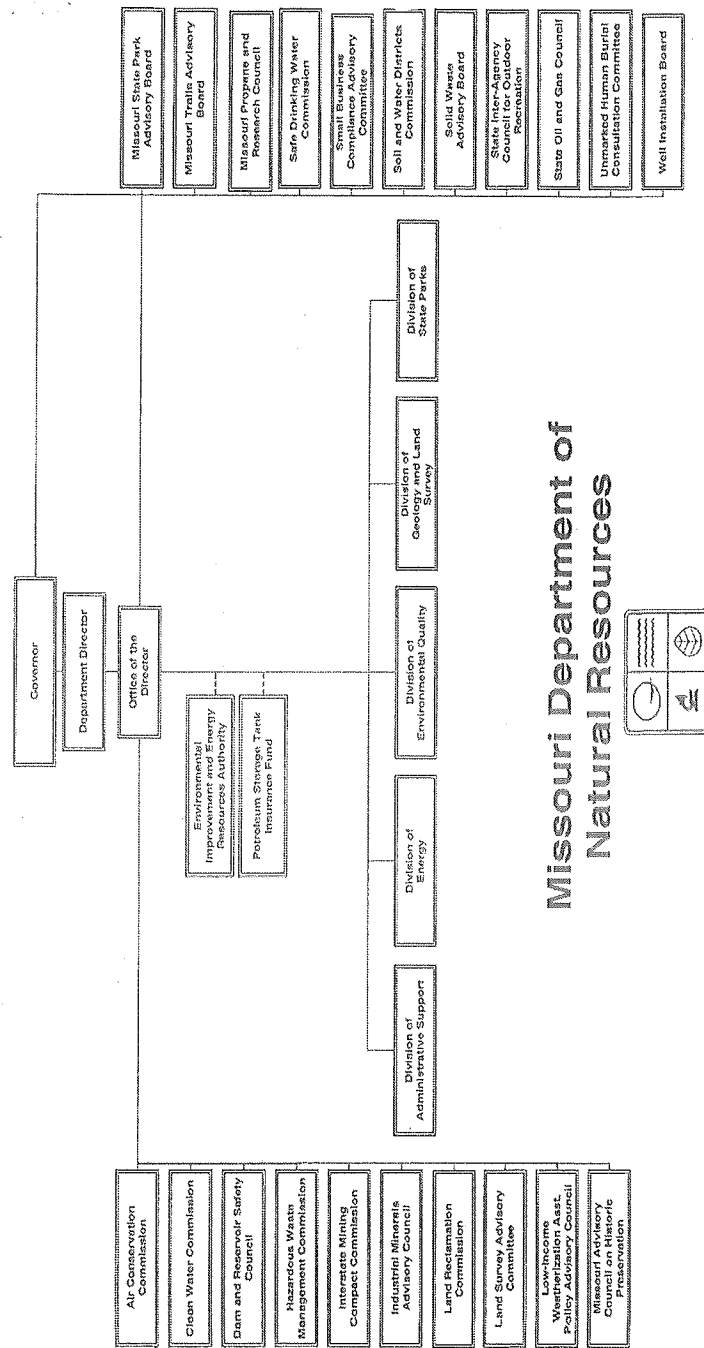
**PETROLEUM STORAGE TANK INSURANCE FUND**

The Petroleum Storage Tank Insurance Fund authorized by RSMo 319.129-319.133 and 319.138 provides a means for underground tank owners to maintain a financial responsibility mechanism to pay for costs to clean up the environment and damages to third parties which result from leaks and spills. The fund is also required to pay for clean up of old tank sites meeting certain criteria.

Assigned Boards and Commissions:

- Air Conservation Commission
- Clean Water Commission
- Dam and Reservoir Safety Council
- Env. Improvement and Energy Resources Authority
- Hazardous Waste Management Commission
- Interstate Mining Compact Commission
- Industrial Minerals Advisory Council
- Land Reclamation Commission
- Land Survey Advisory Committee
- Low-Income Weatherization Asst. Policy Advisory Council
- Missouri Advisory Council on Historic Preservation
- Missouri State Park Advisory Board
- Missouri Trails Advisory Board
- Missouri Propane Education and Research Council

- Petroleum Storage Tank Insurance Fund
- Safe Drinking Water Commission
- Small Business Compliance Advisory Committee
- Soil and Water Districts Commission
- Solid Waste Advisory Board
- State Inter-Agency Council for Outdoor Recreation
- State Oil and Gas Council
- Unmarked Human Burial Consultation Committee
- Well Installation Board



11/15/2011

DEPARTMENT OF NATURAL RESOURCES  
EXECUTIVE PAY PLAN  
November 15, 2011

	Exec Level	FY12 Salary Range	
		Min	Max
Director	I	\$85,128	\$123,972
Deputy Director	II	\$78,012	\$113,424
Director, Division of Environmental Quality	III	\$71,544	\$103,860
Director, Division of State Parks	III	\$71,544	\$103,860
Director, Division of Administrative Support	IV	\$65,676	\$95,040
Director, Division of Geology and Land Survey	IV	\$65,676	\$95,040
Director, Division of Energy	IV	\$65,676	\$95,040
Staff Director, Air Quality Control Commission	IV	\$65,676	\$95,040
Staff Director, Water Pollution Control Commission	IV	\$65,676	\$95,040
Staff Director, Hazardous Waste Commission	IV	\$65,676	\$95,040
Staff Director, Land Reclamation Commission	V	\$53,292	\$76,284
Staff Director, Solid Waste Mgt District Exec Board	V	\$53,292	\$76,284
Staff Director, Soil & Water District Commission	V	\$53,292	\$76,284
Principal Assistant Board/Commission, Public Drinking Water	V	\$53,292	\$76,284



GOVERNOR OF MISSOURI

JEFFERSON CITY

65102

JEREMIAH W. LAYTON  
GOVERNORP.O. Box 720  
(573) 751-3222

RECEIVED &amp; FILED

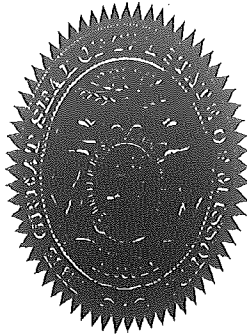
DEC 30 2011

The Honorable Robin Carnahan  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101  
SECRETARY OF STATE

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Public Safety dated November 2, 2011 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

  
GOVERNOR

12/29/11

DATE

ATTEST:

  
SECRETARY OF STATE[www.governor.mo.gov](http://www.governor.mo.gov)

JEREMIAH W. (JAY) NIXON  
Governor

JERRY LEE  
Director



Truman Building, Room 870  
Mailing Address: P.O. Box 749  
Jefferson City, MO 65102-0749  
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STATE OF MISSOURI  
DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DIRECTOR

November 2, 2011

Kelvin Simmons  
Commissioner of Administration  
State Capitol Building, Room 125  
P.O. Box 809  
Jefferson City, MO 65102

Dear Commissioner Simmons:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, I respectfully submit for your approval the attached revised organizational plan for the Department of Public Safety, along with the revised organizational chart and the salary schedule for the administrators of the Department and its divisions.

The plan has been updated to reflect the following changes:

- 1) The Division of Fire Safety has acquired additional duties of enforcing Fire Safe Cigarette provisions (Chapter 320, RSMo);
- 2) The merger of the Missouri State Water Patrol into the Missouri State Highway Patrol.

If you have any questions pertaining to the attached information or if additional information is needed, do not hesitate to contact me at (573) 751-5432.

Sincerely,  
A handwritten signature in dark ink, appearing to read "Jerry Lee".  
Jerry Lee  
Director



MISSOURI DEPARTMENT OF PUBLIC SAFETY  
DEPARTMENTAL PLAN

NOVEMBER 2011

**MISSION**

Established in 1974, the Department of Public Safety is responsible for coordinating statewide law enforcement and criminal justice efforts for the purpose of ensuring a safe environment for Missouri citizens. The Department's statutory mission (Section 650.005, RSMo) is "to provide overall coordination in the state's public safety and law enforcement program, to provide channels of coordination with local and federal agencies in regard to public safety, law enforcement and with all correctional and judicial agencies in regard to matters pertaining to its responsibilities as they may interrelate with the other agencies or offices of state, local, or federal governments".

**INTERNAL ORGANIZATION**

The Director of Public Safety is appointed to this cabinet-level position by the Governor with the advice and consent of the Senate. The director is responsible for developing public safety programs, peace officer training and certification, and providing legislative guidance on criminal justice issues. Additionally, the director is responsible for overseeing distribution of state and federal funds in contracts for narcotics control, victim's assistance, crime prevention, and juvenile justice.

The Director of Public Safety is the Homeland Security Advisor to the Governor and is responsible for all homeland security initiatives and grants, which includes overseeing disbursement procedures. The director is the liaison between the Federal Homeland Security Department and state and local agencies.

There are eight divisions and the Office of the Director.

**Office of the Director**

As the department's central management unit, the Director's Office coordinates departmental budget, personnel, legislative matters and related financial and administrative activities. The Deputy Director assists the Director with department administration and acts on his behalf in the Director's absence. Other Director's Office personnel include: the General Counsel, who advises the Director and assists the divisions with legal and legislative matters; the Director of Administration, who works with fiscal, program, and legislative issues; the Director of Communications, who coordinates public information releases with all divisions and the Director's Office; the Homeland Security Coordinator, who interacts with federal, state, and local agencies to implement homeland security initiatives; and the Chief Interoperability Officer, who is

responsible for developing and overseeing the state's interoperable communications strategy.

The Director's Office is also responsible for the administration of specific programs conferred upon it by the Legislature or Governor. These programs are:

\*Administration of the Office for Victims of Crime, which assists victim advocates and public agencies with policies and resources to enhance and expand victims' rights and services in Missouri; informs the public, professionals, and policy makers about crime victim's issues; educates, trains and provides technical assistance to professionals assisting victims of crime; and provides training on Missouri Victim Automated Notification System (MoVANS).

\*Administration of the Crime Victims' Compensation Fund, a statutorily-created fund that provides reimbursement to victims for out-of-pocket medical expenses incurred as a result of a crime.

\*Administration of federal Juvenile Justice and Delinquency Prevention Act (JJDP) funds, Delinquency and Youth Violence Prevention (Title V) funds, and Juvenile Accountability Incentive Block grant (JAIBG) funds from the U.S Department of Justice for projects to improve the juvenile justice in Missouri and provide staff support for the state Juvenile Justice Advisory Group (JJAG).

\*Administration of federal Justice Assistance Grant (JAG) funds from the U.S. Department of Justice for projects to assist local law enforcement agencies in crime and violence control.

\*Administration of the Paul Coverdell National Forensic Sciences Improvement Act (NFSIA) grant funds from the United States National Institute of Justice to fund crime laboratories and medical examiner's offices.

\*Administration of federal Victim's of Crime Act (VOCA); federal STOP Violence Against Women Act (VAWA); and State Services to Victims Fund (SSVF); which provide funds to local service providers, law enforcement agencies, prosecutors, and other public and private nonprofit agencies to assist crime victims in Missouri.

\*Administration of the Peace Officer Standards and Training (POST) Program which deals with the certification of peace officers who have received training specified by Chapter 590 RSMo and provide staff support for the Peace Officer Standards and Training (POST) Commission.

\*Administration of the Missouri Crime Prevention Information Center as specified in Section 589.300 to 589.310, RSMo.

\*Administration of the Law Enforcement Equipment Program (LEEP) as provided through appropriations.

\*Administration of excess military surplus property distributed to state and local law enforcement agencies to be used in counter-narcotics operations through the U.S. Department of Defense (DOD) Logistical Support Program.

\*Administration of the Missouri Crime Laboratory Upgrade Program, which includes the disbursement of state funds to aid in the operation of state crime labs as specified in Chapter 595 RSMo, subject to appropriations.

\*Administration of the Internet Cyber Crime Grant Fund, which provides funding to law enforcement agencies and cyber crime task forces for training and salaries of detectives and computer forensic personnel whose focus is investigating internet sex crimes against children

#### State Highway Patrol

The State Highway Patrol is headed by a Superintendent appointed by the Governor with the advice and consent of the Senate. The Superintendent is directly responsible to the Director of Public Safety. The Patrol is responsible not only for law enforcement on the state's highways, but also motor vehicle and commercial vehicle inspections, driver's license examinations, criminal investigations, criminal laboratory analysis and research, Governor's security, and public education on safety issues.

In addition, the State Water Patrol was consolidated into the Highway Patrol on January 1, 2011. With its newly created Water Patrol Division, the Highway Patrol now has primary responsibility for law enforcement on the state's waterways, helping to ensure that the waters of the state are safe for boating and other water activities through registration, inspection, educational programs, criminal investigations, and law enforcement, as specified in Chapter 306, RSMo, and others.

Additional information regarding the authority, functions and responsibilities of the Highway Patrol may be found in Chapter 43, RSMo, and others.

#### Division of Fire Safety

The Division of Fire Safety is headed by the State Fire Marshal who is appointed by the Governor with the advice and consent of the Senate. The Fire Marshal is directly responsible to the Director of Public Safety. The Division is charged with the oversight and enforcement of various programs to maintain the safety and well-being of the general public. Responsibilities include providing fire safety standards and inspections for specific state-licensed or certified care facilities; providing fire origin and cause investigative assistance to local authorities relating to suspicious fires and explosions as provided by law; regulating the use and sales of fireworks and licensing qualified fireworks operators (shooters); training and certification of fire fighters and emergency response personnel; regulating the sale of reduced ignition propensity cigarettes in the State of Missouri; and coordinating requests for statewide mutual aid (all as specified in

Chapter 320, RSMo); regulating the licensing of blasters and persons using explosives (Chapter 319, RSMo); inspecting and licensing of nonexempt boilers and pressure vessels (Chapter 650, RSMo); inspecting and issuance of operating permits for elevator-related equipment (Chapter 701, RSMo); inspecting and issuance of operating permits for amusement rides operating in the State of Missouri (Chapter 316, RSMo); and enforcing the provisions of Ethan's Law (Section 316.250 RSMo) regulating for-profit swimming pools.

#### Capitol Police

The Capitol Police is headed by a Police Chief selected by, and directly responsible to, the Director of Public Safety. This agency is responsible for maintaining the security and traffic control for designated state-owned buildings and the grounds thereof at the seat of government and such buildings and grounds within the county that contains the seat of government.

Additional information regarding the authority, functions, and responsibilities of the Capitol Police may be found in Chapter 8, RSMo.

#### Division of Alcohol and Tobacco Control

The Division of Alcohol and Tobacco Control is headed by a Supervisor nominated by the Department of Public Safety and appointed by the Governor with the advice and consent of the Senate. The Supervisor is directly responsible to the Director of Public Safety. The division has responsibilities for enforcement of liquor control laws, issuance of state liquor licenses, collection of excise taxes and license fees, and educational programs for the alcohol beverage industry and the general public, as specified in Chapter 311 RSMo and rules and regulations promulgated by the Supervisor. The division is also responsible for the enforcement of the tobacco laws as specified in Sections 407.924 to 407.934.

#### Adjutant General

The Adjutant General and the state militia are assigned to the Department of Public Safety. The Adjutant General is appointed by the Governor with the advice and consent of the Senate. As provided for under the National Defense Act, the Adjutant General is the head of the Missouri National Guard, both Army and Air, which have a dual missions. The state mission is to provide military organizations trained and equipped to function when necessary in the protection of lives and property and in the preservation of peace, order, and the public safety when ordered to state emergency duty by the Governor. As reserve components of the Army and Air Force of the United States, the federal mission is to provide trained and qualified individuals available for federal service in time of war or national emergency, or at such other times as the national security may require augmentation of the United States Armed Forces.

The Adjutant General's Office, under Section 41.170 of the Revised Statutes of Missouri is charged with compiling, maintaining, preserving and safekeeping of individual military service records for all Missourians who have served in the armed forces of the state and nation.

The Office of Air Search and Rescue is created within the Office of Adjutant General under Section 41.960 of the Revised Statutes of Missouri. The duly appointed commanding officer of the Civil Air Patrol, Missouri Wing, shall be ex officio head of the office. This office may cooperate or contract with any department or agency of the state of Missouri, United States government, or with any public or private hospital, for the purposes of providing communications, rescue work, mercy missions, aerial observations, or other functions within the scope of the activity of the air search and rescue.

Duties of the Adjutant General are as specified in Chapter 41, RSMo.

#### State Emergency Management Agency

The State Emergency Management Agency (SEMA) is headed by a Director that is appointed by and responsible to the Director of Public Safety. The agency is responsible for coordinating all federal assistance that may be made available to the state by Federal Emergency Management Agency (FEMA). SEMA is responsible for a statewide emergency operations plan that directs the actions of state level departments and agencies in the event of an emergency situation requiring action by the state of Missouri, including the operation of the State Emergency Operations Center from which all activity is organized. The agency also coordinates the planning necessary to respond to potential incidents at nuclear power stations.

The agency provides technical, clerical, and fiscal support to the Missouri Seismic Safety Commission and the Missouri Emergency Response Commission. SEMA is also the coordinating entity for floodplain management programs throughout the state.

Additional information regarding the authority, functions, and responsibilities of this agency may be found in Chapter 44, RSMo.

#### Veterans Commission

The commission is composed of nine members. The Governor appoints five veterans to serve as Commissioners. The Commission appoints an Executive Director who implements Commission policies and is responsible for statewide management of Veterans programs. Three major programs comprise the Commission's efforts on behalf of Missouri Veterans. First, it provides assistance to Veterans, their dependents, or survivors, through a statewide network of Veterans' services regarding federal or state benefits earned by virtue of honorable service in the military forces of the United States.

Second, the Commission operates Missouri Veterans Homes in St. James, Mt. Vernon, Mexico, Cape Girardeau, St. Louis, Cameron, and Warrensburg, which provide skilled nursing home care for Missouri Veterans who are unable to support or adequately care for themselves.

As a third program, the Commission was given authority in 1996 to establish a state Veterans cemetery system. The State Veterans' Cemeteries are located in Higginsville, Springfield, Jacksonville, Bloomfield and Fort Leonard Wood.

In addition, the commission established the Veterans Service Officer Grants Programs. The Veterans Service Office Grant Program is currently assisting seven Veterans Service Organizations in operation of programs aiding Missouri's Veterans.

In 1989, the Veterans Trust Fund was established. The purpose of the fund is to allow citizens and corporations to donate money to expand and improve services to veterans in Missouri. Contributions to this fund are used to enhance existing Veterans programs.

Additional information regarding the authority, functions and responsibilities of this Commission may be found in Chapter 42, RSMo.

#### Gaming Commission

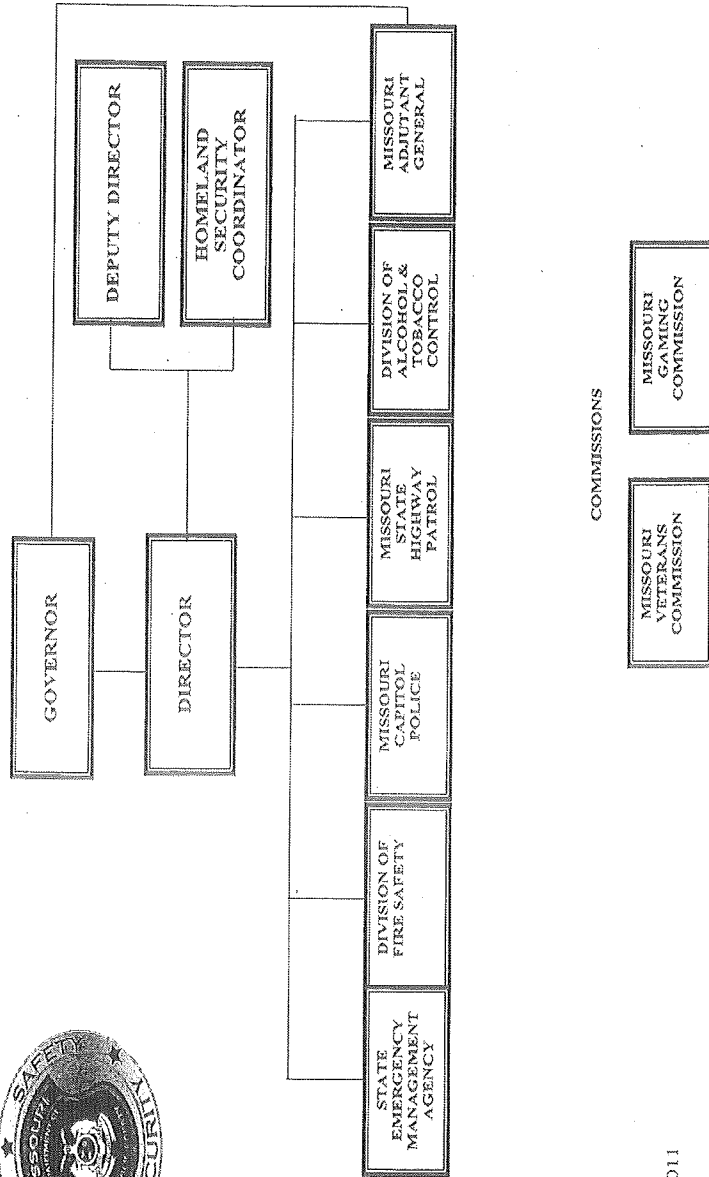
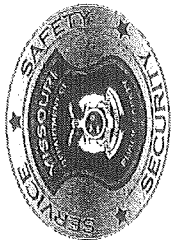
The Gaming Commission is composed of five members who are appointed by the Governor, with the advice and consent of the Senate. The Commission in turn appoints an Executive Director who implements Commission policies and is responsible for the licensing and regulation of excursion gambling boats and the lawful operation of the game of bingo. Within the Commission are the Division of Gaming and the Division of Bingo. In 1995, the legislature delegated the authority for regulating horse racing. However, to date no one has requested a license.

Additional information regarding the authority, functions and responsibilities of this Commission may be found in Chapter 313, RSMo.

Department of Public Safety  
Boards/Commissions Assigned

Criminal Records & Justice Information Advisory Cmte.	Section 43.518 RSMo
Amber Alert Systems Oversight Committee	Section 210.1014 RSMo
Missouri Medal of Valor Review Board	Section 650.457 RSMo
Elevator Safety Board	Section 701.353.1 RSMo
Cyber Crime Investigation Fund Panel	Section 650.120.3 RSMo
Wireless Service Provider Enhanced 911 Advisory Board	Section 190.410 RSMo
Missouri Emergency Response Commission	Section 292.602 RSMo
Crime Laboratory Review Commission	Section 650.059 RSMo
MO Homeland Security Advisory Council	Executive Order 06-09 & 05-20
Statewide Interoperability Executive Committee	Executive Order 06-23
Missouri Law Enforcement Memorial Foundation	Non-for-Profit Corp.
Missouri Gaming Commission	Section 315.805 RSMo
Missouri Horse Racing Commission	Section 313.510 RSMo
Missouri Veterans Commission	Section 042.007 RSMo
Amusement Ride Safety	Section 316.200 RSMo
Elevator Safety Board	Section 701.350 RSMo
Fire Safety Education/Advisory Commission	Section 320.200 RSMo
Board of Boiler and Pressure Vessel Rules	Section 650.200 RSMo
State Blasting Safety Board	Section 319.300 RSMo
Seismic Safety Commission	Section 044.227 RSMo
Missouri Military Council	Section 041.220 RSMo
Juvenile Justice Advisory Group	Authorized 42 U.S.C. 5633(a)
Missouri Military Preparedness Enhancement Commission	Section 041.101 RSMo

# MISSOURI DEPARTMENT OF PUBLIC SAFETY



November, 2011



**JEREMIAH W. (JAY) NIXON**  
Governor

**JERRY LEE**  
Director



Truman Building, Room 870  
Mailing Address: P.O. Box 749  
Jefferson City, MO 65102-0749  
Telephone: 573-751-4905  
FAX: 573-751-5399  
Internet Address:  
<http://www.dps.mo.gov>

STATE OF MISSOURI  
**DEPARTMENT OF PUBLIC SAFETY**  
**OFFICE OF THE DIRECTOR**

Department of Public Safety		FY 2012 Salary Range	
Exec Level		Low	High
I	Department Director	\$85,128	\$123,972
	Deputy Department Director*		\$110,004
	Superintendent, Missouri State Highway Patrol*		\$107,184
III	Executive Director, Missouri Veterans Commission	\$71,544	\$103,860
II	Executive Director, Missouri Gaming Commission	\$78,012	\$113,424
IV	Fire Marshal, Missouri Division of Fire Safety	\$65,676	\$95,040
	Chief, Missouri Capitol Police*		\$61,068
IV	State Supervisor, Missouri Division of Alcohol & Tobacco Control	\$65,676	\$95,040
III	Adjutant General, Office of the Adjutant General, Missouri National Guard	\$71,544	\$103,860
IV	Director, State Emergency Management Agency	\$65,676	\$95,040

\*NOTE — figures provided for these positions are actual salaries as of October 1, 2011



GOVERNOR OF MISSOURI

JEFFERSON CITY

65102

JEREMIAH W. (JAY) NIXON  
GOVERNORP.O. Box 720  
(573) 761-3222

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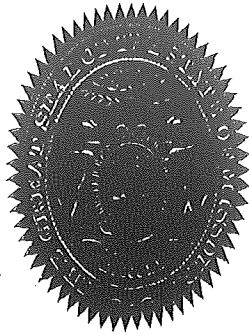
DEC 30 2011

The Honorable Robin Carnahan  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101  
SECRETARY OF STATE

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Social Services dated November 3, 2011 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED

  
GOVERNOR

12/29/11

DATE

ATTEST

  
SECRETARY OF STATE[www.governor.mo.gov](http://www.governor.mo.gov)



*Your Potential. Our Support.*

JEREMIAH W. (JAY) NIXON, GOVERNOR • BRIAN KINKADE, INTERIM DIRECTOR

P.O. BOX 1527 • BROADWAY STATE OFFICE BUILDING • JEFFERSON CITY, MO 65102-1527  
WWW.DSS.MO.GOV • 573-751-4815 • 573-751-3203 FAX

November 3, 2011

Kelvin L. Simmons  
Commissioner of Administration  
State Capitol, Room 125  
Jefferson City, Missouri 65102

Dear Commissioner Simmons:

In accordance with the Reorganization Act of 1974, I respectfully submit for approval the attached revised departmental plan for the Department of Social Services (DSS).

Changes to the plan include the creation of a Missouri Medicaid Audit and Compliance Unit within the Director's Office and a revision to our listing of assigned boards and commissions reflecting elimination of the Medical and Technical Advisory Committee and the Missouri RX Plan Advisory Commission.

Please find attached for your approval an updated department plan narrative document, including a listing of the boards and commissions assigned to the department; an updated salary schedule; and an updated organization chart.

Sincerely,

A handwritten signature in dark ink, appearing to read "B. Kinkade", written over a horizontal line.

Brian Kinkade  
Interim Department Director

Attachments

BK/km

C: John Watson  
Mike Nietzel  
Lori Strong-Goeke

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**DEPARTMENT OF SOCIAL SERVICES**

The Missouri Department of Social Services is charged with the following broad responsibilities by the Missouri Constitution and state statute. In founding the Missouri Department of Social Services, Article IV, Section 37 of the Missouri Constitution states, the health and general welfare of the people are matters of primary public concern; and to secure them there shall be established a department of social services . . .

State statute charges the department to provide appropriate public welfare services to promote, safeguard and protect the social well-being and general welfare of children and to help maintain and strengthen family life, and to provide such public welfare services to aid needy persons who can be so helped to become self-supporting or capable of self-care.

The Department of Social Services has four program divisions (Children's Division, Family Support Division, MO HealthNet Division and the Division of Youth Services); and two support divisions (Division of Finance and Administrative Services and Division of Legal Services) that provide administrative and support services to the entire organization.

The department partners with government at all levels, faith communities, service delivery communities, private organizations, businesses and individuals to carry out its mission of delivering services to Missourians.

**OFFICE OF DIRECTOR**

The Director of the Department of Social Services is responsible for the overall administration of programs within the department. In this leadership role, the director coordinates and monitors division's operational plans and major policy initiatives; identifies emerging issues and formulates the department's response; ensures appropriate and effective use of public funds; creates public/private partnerships to address issues facing children and families and is Missouri's voice in national human services forums.

Executive Order 09-27 assigned the Missouri Office of Health Information Technology (MO-HITECH) to DSS to promote the development and application of an effective health information technology (IT) and health information exchange (HIE) infrastructure for the State of Missouri. The MO-HITECH initiative is dedicated to utilizing health IT and HIE to: Improve the quality of medical decision-making and the coordination of care; Provide accountability in safeguarding the privacy and security of medical information; Reduce preventable medical errors and avoid duplication of treatment; Improve the public health; Enhance the affordability and value of health care; and Empower Missourians to take a more active role in their own health care.

The Missouri Medicaid Audit and Compliance Unit (MMAC) is responsible for the oversight and the auditing of compliance of Missouri Medicaid providers and participants. The MMAC is charged with the responsibility of detecting, investigating, and preventing fraud, waste and abuse in Missouri Medicaid programs.

The Center for Management Information (CMI) provides an overarching approach to data management and reporting. CMI brings together departmental resources for data collecting, analysis, coordination and reporting. This nexus of resources gives the department tools to standardize data collection and reporting, leading to meaningful management information. Policymakers, armed with better information, are better prepared to optimize organizational performance, which ultimately leads to improving the lives of the people we serve. The Center is responsible for the department's performance management system; fiscal note preparation; strategic plan coordination, development and tracking; and DSS Intranet and Internet web site statistical and research information.

Missouri's State Technical Assistance Team (STAT) has evolved from implementing Missouri's Child Fatality Review Program (CFRP) in 1992 to providing comprehensive integrated services to the entire child protection community. From data collection and interpretation to prevention facilitation, training and complex criminal investigations, STAT provides support and expertise to professionals responsible for the protection of children at risk.

The Human Resource Center (HRC) guides the overall human resources management for the department. HRC coordinates activities in the areas of administrative policies, labor relations, recruitment, selection,

background checks, discipline, performance, classification, compensation, workforce diversity, civil rights investigations, employee recognition, training, union negotiations and resolution administration, employee grievance administration, mediation and workforce planning.

#### **DIVISION OF FINANCE AND ADMINISTRATIVE SERVICES (DFAS)**

DFAS provides budgeting, financial and support services to all divisions within the department. Responsibilities include: budget, compliance and quality control, contract management and procurement, grants and cash management, accounts payable and receivable, payroll, emergency management, fleet vehicle management, office coordination and safety, voice telecommunications, supplies/warehouse and inventory management.

#### **DIVISION OF LEGAL SERVICES (DLS)**

DLS provides comprehensive legal support to all programs and divisions within the department and represents the department, its divisions and the state. DLS is organized into three major sections: Litigation, Administrative Hearings and Investigations.

The Litigation Section provides legal advice to all divisions within the department in all aspects of their operations. This section represents the DSS divisions before administrative tribunals and in the circuit courts; Represents the Children's Division (CD) in proceedings involving child abuse and neglect, licensure and revocation of foster homes, minor guardianships, permanency planning for children including, as appropriate, termination of parental rights; Provides legal advice and representation to the Division of Youth Services (DYS) in dual jurisdiction and other types of cases to achieve DYS' mission of restoring youth to productive citizenship; Provides legal support services to the Family Support Division and the MO HealthNet Division to implement their mission of administering the Missouri Medicaid program and other income maintenance programs; Provides legal support services to the Child Support Enforcement system; and Provides advice on contracts and the drafting, review and implementation of administrative regulations for all divisions.

Administrative Hearings is comprised of hearing officers who conduct hearings related to child support enforcement and public benefits under Chapter 208, 210, 454, 536 and 660, RSMo. [Administrative hearings include enforcing, establishing and modifying child support orders. This ensures the obligation to provide child support is current and reflects the parents' ability to provide financial and medical support to their children in accordance with Supreme Court Rule 88.01.] The Administrative Hearings Section also provides hearings to thousands of public assistance applicants and recipients as mandated by federal law. These due process hearings provide the forum for determining if denial or termination of public benefits is justified.

The Investigation Section is divided into three units: Welfare Investigations Unit, Claims and Restitution Unit and General Assignment Unit. The Welfare Investigations Unit investigates allegations of fraud and abuse committed by public assistance recipients. The Claims and Restitution Unit (C&R) operates and manages the Claims Accounting Restitution System (CARS). The CARS system tracks the establishment and collection efforts for all losses associated with public assistance programs administered by DSS. The unit locates persons owing monies to DSS, identifies their resources, initiates collection actions, monitors payments and takes appropriate action on delinquent accounts. C&R has oversight for and manages the Federal Treasury Offset Program (TOP). The General Assignment Unit conducts criminal, internal and personnel investigations, background investigations and associated research in support of DSS investigations, as well as background checks on prospective DSS employees. This unit is also responsible for the collection of debts owed to DSS by state employees and initiates collection actions, monitors payments and takes appropriate action on delinquent accounts.

#### **CHILDREN'S DIVISION (CD)**

Child welfare services are provided under federal and state laws to help each eligible child and family function at their maximum potential, both personally and socially. The Division has a legal mandate to provide services in three primary areas – child abuse and neglect investigations and family assessments; treatment and

placement services to children and families; and provision of child care. Services provided to children and families may be provided directly by CD staff or through contractors.

#### **Child Abuse and Neglect Investigations and Assessments**

The Division is responsible for receiving reports of alleged child abuse or neglect and responding to protect the child. The goals of child abuse or neglect investigations and assessments are to determine the level of risk to the child; protect the child from harm; establish if abuse or neglect occurred as reported; and provide services to the family.

Under the provisions of the Child Abuse and Neglect Law (Sections 210.110, 210.167, RSMo.) a "child" is any person under 18 years of age. "Abuse" includes both actual and threatened physical injury, sexual or emotional abuse inflicted on a child other than by accidental means by those responsible for his or her care, custody and control. Discipline, including spanking, administered in a reasonable manner, shall not be construed to be abuse. "Neglect" is failure to provide, by those responsible for the care, custody and control of the child, the proper or necessary support, education, as required by law, or medical, surgical or any other care necessary for the child's well-being. "Persons responsible for the care, custody and control of the child" include, but are not limited to, the parents or guardian of the child, other members of the child's household, or those people exercising supervision over a child for any part of a 24-hour day.

Two categories of reporters of child abuse or neglect are established in the law: mandated and permissive. Mandated reporters include physicians, medical examiners, coroners, dentists, chiropractors, optometrists, podiatrists, residents, interns, nurses, hospital and clinic personnel and other health practitioners, psychologists, mental health professionals, social workers, day care center workers or other child care workers, juvenile officers, probation or parole officers, teachers, principals or other school officials, Christian Science practitioners, peace officers or law enforcement officials or other persons with responsibility for the care of children. Permissive reporters are others who may report when they have reasonable cause to suspect that a child has been, or may be, subjected to abuse or neglect.

All reporting is handled by the central office of the Division, through a required toll-free statewide telephone service (1-800-392-3738). The Division is responsible for responding with investigations or family assessments for all reports and for offering protective services on a multi-disciplinary basis in cooperation with the juvenile court and other public and private agencies.

#### **Family-Centered Services**

The overriding goal of family-centered services is to prevent child abuse or neglect and the removal of the child from the home by stabilizing the family and improving family functioning. This case management model requires a comprehensive assessment of family functioning to develop a treatment plan with the family, in which services are then offered in a preventive and protective capacity. Protective case management services are provided to families when a finding of child abuse and neglect (CA/N) was determined by a preponderance of evidence in an investigation. Preventive family-centered services are offered when an investigation of abuse or neglect is unsubstantiated or when a family assessment detects family problems that might lead to abuse or neglect. Preventive services are contingent on the family's willingness to accept services. Families may also self-refer for services. Services may be provided by Children's Division staff and/or purchased on behalf of the family.

#### **Intensive In-home services**

Intensive in-home services, also known as family preservation services, is a short-term, crisis-intervention service. These services are aimed at stabilizing a crisis that otherwise might put the child at imminent risk of being removed from the home. Intensive in-home service specialists serve small caseloads and are available to families 24 hours a day for up to six weeks. The goal of these services is to prevent children from being removed from their homes, while ensuring the safety of the child in the home.

**Alternative Care Services**

Alternative care services (family-centered out-of-home services) are provided on behalf of children determined by the juvenile court to need care in a setting other than their biological family homes. These children are cared for in substitute family care or non-familial group care. Any one of three types of licensed settings provides alternative care: foster family homes, foster family group homes, and residential treatment facilities. Transitional Living Services and Independent Living may also be utilized for older youths who may not return home, and for whom adoption or guardianship is not deemed appropriate. Child safety and permanency for children is the overriding goal of all services and integrates the principles of permanency planning – reuniting the child with the biological family when possible and, when necessary, finding other permanent family relationships for children.

When children are placed in the custody of the Children's Division, eligibility staff, located throughout the state, are responsible for ensuring that any outside income that can be obtained on behalf of a child is pursued. This includes SSI, Social Security, Child Support, federal Title IV-E, and Medicaid. In many instances, these sources of funding can follow the child when they successfully reunite with their family. These staff are supervised from the Children's Division's central office.

**Adoption and Guardianship Subsidy and Services**

Adoption/Guardianship Subsidy and Services is a financial assistance program available to assist families with the expenses of adopting or providing guardianship to special needs children who were in the legal custody of the Division. This program helps cover maintenance, child care, medical expenses, legal expenses, and other services which may be needed to provide care to the children who were once in foster care. Families enter into agreements with the Division which are reviewed periodically and adjusted based upon the current need of the child.

**Licensing Program**

The Division inspects and licenses foster care homes, residential care facilities, and child-placing agencies. In addition, the licensing staff monitors licensed facilities to assure that the facilities maintain requisite standards, conduct public education programs, and consult with facility personnel in the development and implementation of services to the children being served, as well as residential program development.

**Early Childhood and Prevention Services**

The Early Childhood and Prevention Services section administers early childhood/child care and child abuse prevention programs and services. These programs provide child care subsidies to low-income families and quality improvement and professional development activities for child care programs and their staff. Staff also administer grants to community-based organizations and individuals for early childhood and child abuse/neglect prevention services. Examples are Early Head Start/State Child Care Partnership, grants to start or expand quality child care programs for infants and toddlers, accreditation services for child care providers, early childhood development and educational supports for parents of infants and toddlers, crisis nurseries, and home visitation programs.

**FAMILY SUPPORT DIVISION (FSD)**

FSD is responsible for the administration of these programs and services: Temporary Assistance (TA), Food Stamps; Community Services Block Grant; Homeless Prevention and Refugee Resettlement grants; Low-Income Home Energy Assistance; Rehabilitation Services for the Blind and the Visually Impaired; Medical Assistance; Supplemental Nursing Care; and, Child Support Services.

**Income Maintenance Programs**

The determination of an individual's financial need is basic to the granting of TA, Food Stamps, Child Care, Blind Pension, Supplemental Aid to the Blind, Medical Assistance, and Nursing Care benefits. The Division has a legal requirement to consider all facts and circumstances in determining eligibility for public assistance, including the applicant's earning capacity, income, and resources from whatever source received. The amount of benefits, when added to all other income, resources, support and maintenance, shall provide such person

with reasonable subsistence. If the applicant is not found to be in need, assistance is denied.

The federal Social Security Amendments of 1972 provided that the adult assistance programs of Old Age Assistance, Permanent and Total Disability and Aid to the Blind be taken over by the Social Security Administration on January 1, 1974. The primary intent was to make a nationwide, uniform minimum payment to eligible adults and the handicapped. The law further provided that any state may, or in some instances, must supplement federal payments. The Division administers this state supplementation program in Missouri.

#### **Temporary Assistance**

Temporary Assistance (TA) provides assistance on behalf of needy children who have been deprived of parental support and who are living in homes maintained by parents or close relatives. This program provides temporary financial assistance for a period of time, up to five years, while the adult transitions to self-sufficiency.

#### **MO HealthNet Family Health Care**

The MO HealthNet program provides healthcare coverage to children under age 19, parents, and pregnant women. Family income is compared to the applicable percentage of the federal poverty guidelines. The applicable income limit is dependent on the age of the children and the individual's insurance status. MO HealthNet is funded by Medicaid and the Children's Health Insurance Program (CHIP).

#### **Supplemental Aid to the Blind and Blind Pension**

FSD administers two separate programs for the blind; the Supplemental Aid to the Blind and the Blind Pension Program. The programs differ slightly in eligibility requirements. Funds are provided from a Missouri constitutionally established Blind Pension fund with no matching federal funds.

#### **Supplemental Nursing Care**

The Supplemental Nursing Care Program in Missouri provides cash assistance and medical services coverage to eligible aged, blind or disabled individuals who reside in non-Medicaid, licensed skilled nursing, intermediate care, assisted living residential care facilities.

#### **MO HealthNet for the Aged, Blind and Disabled**

The Medical Assistance Program provides medical services for aged, blind or disabled individuals whose income and resources fail to meet medical needs. An individual must have limited resources. Income is compared to a percentage of the federal poverty level. Persons whose income is below this maximum would receive the medical services covered by Missouri. Persons with income above the maximum may gain eligibility for medical services by incurring medical expenses equal to the amount of income which exceeds 85% of the federal poverty level. Additional persons receive Medical Assistance based on being a Qualified Medicare Beneficiary, treatment of breast or cervical cancer, being a child in the custody of DYS or a juvenile court, or receipt of short-term Refugee Assistance.

#### **Food Stamp and Food Distribution Programs**

The Food Stamp Program is designed to help low-income families increase their purchasing power for buying food for their families. Depending upon the adjusted income and the number of persons in the household, a family receives a monthly benefit amount. The Division is responsible for determining the eligibility of Food Stamp applicants according to guidelines established by the U.S. Department of Agriculture.

The Division also administers a number of food distribution programs providing USDA-donated commodities to charitable and residential child care institutions, summer food service programs for children, emergency food providers and disaster relief agencies.

#### **Low Income Home Energy Assistance Program**

The Low Income Home Energy Assistance Program (LIHEAP) is a federally funded program established in April 1980 with enactment of the Crude Oil Windfall Profits Tax Act. Eligibility for assistance is based on



household income and the number of persons residing in the household. Benefit amounts vary based on income, family size, and type of fuel utilized. Missouri provides two programs with the LIHEAP grant: Energy Assistance/Regular Heating (EA) and Energy Crisis Intervention Program (ECIP). EA begins in October and runs through the month of March (as long as funding is available). ECIP (crisis) has two seasons: winter (October through May as long as funds are available) and summer (June through September as long as funds are available).

#### **Community Services Block Grant Program**

The Community Services Block Grant (CSBG) Program is a federally funded program implemented in October 1981 pursuant to the enactment of the Community Services Block Grant Act. The CSBG makes funds available to impact causes of six poverty conditions: unemployment, inadequate housing, inadequate education, malnutrition, poor use of income and unmet emergency needs. The program provides for a flexible local partnership of elected public officials, business and civic interests and low-income citizens. The partnership identifies and implements programs within the general areas of community coordination/resource development and family development. CSBG programs are usually operated locally by community action agencies and serve individuals whose family income falls within the federal poverty guidelines.

#### **Blind and Visually Impaired Services Program**

Rehabilitation Services for the Blind administers six service programs to assist eligible blind and visually impaired persons to achieve economic and social self-sufficiency.

**Vocational Rehabilitation** services are supported by both federal and state funds. Services include: assessment and evaluation, counseling and guidance, physical and mental restoration, college and other types of vocational training, job related services including placement and services after employment, when needed. All vocational rehabilitation services are designed to assist an eligible individual to prepare for, secure, retain, or regain employment consistent with the applicant's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choices.

**Prevention of Blindness** services are funded with state funds. Services are for the purpose of early detection of eye disease that may lead to blindness and, when indicated, providing treatment to eligible persons. Services include diagnostic examinations, surgery, hospitalization, glasses, prostheses and certain medications that are not available through other resources. Outreach vision screening clinics are conducted in conjunction with schools of ophthalmology in Missouri. The Prevention of Blindness Program conducts glaucoma screening clinics throughout the state. All services, except those available at outreach vision screening and glaucoma screening clinics, are conditional upon the financial need of the individual.

**Independent Living Rehabilitation** services are supported by both federal and state funds. Services are for the purpose of enabling blind and visually impaired persons to function independently in the home and community. Services include assessment and evaluation, adjustment to blindness services, training in alternative techniques in the areas of daily living activities, physical restoration, home-making, communication and orientation to and travel within the home and community.

**Older Blind Services (OBS)** assist blind and visually impaired seniors over age 55 to function independently and remain in their homes and communities. Services include: training in alternative techniques of blindness in areas of daily living activities, personal care, mobility, access to print information, physical restoration, and necessary adaptive aids and appliances for daily living.

The **Children Services** program provides educational advocacy, parent education referral and resource information and counseling services to families with visually impaired children ages 0 to 14.

The federal/state **Randolph-Sheppard Business Enterprise Program** provides employment opportunities for legally blind persons who have participated in special training and are licensed by the Division to manage a vending facility. Located in federal, state and private industry and in rest areas along the interstate highway

system, vending facilities range from full food service cafeterias to banks of vending machines.

#### **Child Support Program**

Missouri's Child Support Enforcement Program began in 1977 and operates pursuant to Title IV-D of the federal Social Security Act and Chapter 454 of the Revised Statutes of Missouri (RSMo). The Child Support Program responsibilities include location of parents, paternity establishment, establishing child and medical support orders, monitoring and enforcing compliance with support orders, reviewing and modifying support orders for modification and distributing child support collections. FSD collects child support on behalf of families receiving public assistance, not only to eliminate their dependence on assistance programs, but also to reimburse the state for the benefits provided to these families. In addition, individuals not receiving public assistance benefits may apply for child support services. Federal funds available under the Social Security Act assist state and local jurisdictions in financing the costs of program operations.

The program partners with county prosecuting attorneys through cooperative agreements to assist with child support activities. All counties that have entered into a cooperative agreement with FSD receive reimbursement for their activities as provided by state and federal law. The program partners with the State Attorney General through cooperative agreement to assist with child support enforcement and modification activities.

Pursuant to Section 454.530, RSMo, FSD, together with the Missouri Department of Revenue, operates the state disbursement unit known as the Family Support Payment Center (FSPC) which receives and disburses support on behalf of families. The FSPC forwards to the state collections received for families receiving public assistance. When a family is not receiving public assistance, the FSPC sends payments directly to the family.

Child support enforcement experiences a high volume of customer inquiries. To help ensure quality service and timely responses to inquiries, FSD contracts with a private agency for a specialized child support call center. The call center manages child support customer inquiries from custodial and non-custodial parents.

#### **MO HEALTHNET DIVISION**

The MO HealthNet Division improves the health status of Missourians by purchasing medical services for eligible participants. The program operates in somewhat the same way insurance companies provide coverage for their policyholders. The division strives to increase access to quality health care services while containing costs.

The services provided to participants are within the defined program benefit and include those required by the federal government such as hospital and physician services. Also included are services such as pharmaceutical and personal care services authorized by the Missouri General Assembly and identified in RSMo 208.152.

MO HealthNet administers a mandatory managed care program for certain eligible participants in the eastern, central, and western areas of the state. Children, eligible families, pregnant women, and children in state care and custody receive their medical care through Managed Care health plans, allowing the state to ensure access to health care and control costs at the same time.

The Division also oversees a program which provides health insurance coverage for eligible uninsured low-income children. Authority for this program is found in RSMo 208.631.

MO HealthNet has included specialized services for specific populations within the state by receiving waiver authority from the federal government. Home and community-based waivers for the elderly, certain mentally retarded, developmentally disabled beneficiaries as well as patients with AIDS were obtained and allow the state Medicaid program to pay for otherwise non-covered home care as an alternative to more expensive institutional care. These services are restricted to those beneficiaries who would otherwise require institutionalization. Home care can be no more expensive than the cost of institutionalization.

**DIVISION OF YOUTH SERVICES (DYS)**

The mission of the Division of Youth Services is to enable youth to fulfill their needs in a responsible manner within the context of and with respect for the needs of the family and community.

Youth judged to be delinquent and in need of rehabilitation and education are committed to DYS by the state's juvenile (circuit) courts until prepared for return to the community under supervision or discharge. DYS provides an array of services, including residential care and day treatment centers, community-based nonresidential services, and a case management system.

DYS embraces a balanced approach that relies on community partnerships for the development and enhancement of services for the prevention of delinquency. Chapter 219.041, RSMo outlines the Division's responsibility to include prevention of delinquency, incentive subsidy to juvenile courts, consultative and information services to non-DYS agencies upon request, and technical assistance to local communities.

Based on 219.046, RSMo a Statewide DYS Advisory Board reviews the activities of the Division, visits facilities as necessary, and files periodic reports with the department director. In addition, DYS residential facilities maintain Community Liaison Councils that engage the local communities in activities of the Division. Various components of the DYS system are detailed below.

**Case Management**

Case management is a planning and service delivery process administered by the Division's service coordinators to determine needs and risk of each youth committed to the Division; facilitate case planning associated with treatment and community safety; work with the family and community to develop resources and supports; monitor progress on goals and objectives; and coordinate the transition of youth back to the community and productive citizenship.

At the point of Juvenile and/or Family Court commitment to DYS, a service coordinator (case manager) is assigned to the youth and remains as a primary worker with the youth and family through the youth's entire length of stay with the Division. Close proximity of service coordinators to communities they serve helps in resource development, family engagement, civic involvement, and community interaction.

**Non-Residential Care****Day Treatment**

Day treatment programs provide an alternative for low-risk youth so they may remain in the community and avoid placement in residential programs, and for other youth as they transition from residential care to community placement. Day treatment provides structured alternative educational programming with an emphasis on core academic skills, and treatment interventions which include social and emotional competence, life skills, positive youth development, career planning, and job seeking skills. Training toward the General Educational Development (GED) or high school diploma is also offered for many students. Day treatment programs operate year round and ensure the proper level of supervision and intervention for youth.

**Intensive Case Supervision**

Intensive Case Supervision provides "community-based mentors to keep in close contact with juvenile offenders, and other support services necessary to ensure productive community involvement of youth in the division's care. Community mentors are commonly college students studying in the area of social work or related fields, community resource persons, or individuals who have retired from juvenile justice or related professions. The mentors call or visit throughout the day and evening to monitor the youth's behavior and activities and to provide support and counseling if needed.

Community mentors serve as mentors and role models and ensure youth are abiding by program conditions, such as attending school and being home by curfew. In addition, they may provide tutoring, assistance with job searches, and other necessary transition services. In some cases, these services are contracted through

Missouri's Community Partnerships in order to leverage additional supports and services through community resources.

#### **Foster Care and Independent Living**

Foster Care is provided for younger youth who are under 16 and need a family living experience. The Division evaluates each foster parent to ensure the foster home will meet the needs of the youth. The foster parent assumes responsibility for the youth's physical care and well being and agrees to make every effort to create a family environment and appropriate parenting of the youth.

Independent Living is a living arrangement for youth 16 or older who do not have a family to live with and for whom independent living is appropriate. The Division may provide a short-term subsidy to youth who are living on their own to get them started.

#### **Family Therapy**

DYS family therapists provide counseling to adjudicated and non-adjudicated youth and their families. In addition, the family therapy unit accepts referrals from juvenile courts, child welfare agencies, mental health agencies, schools and other sources. DYS family therapists also provide training to other state agency staff and court personnel.

#### **Junior Staff/Work Experience Program**

The Junior Staff/Work Experience Program provides DYS youth with the opportunity to develop job readiness; gain work experience in a DYS facility, non-profit organization, or the private sector; and prepare for a productive adulthood.

#### **Aftercare**

Almost all residential and community based youth are placed on aftercare status when they leave an intensive treatment program. Release to aftercare is made when a youth has successfully completed the treatment plan goals or received maximum benefit from the program placement. The youth has been determined to have the ability to function in the community and has the stability and supportiveness of their family or suitable alternative placement. In aftercare, service coordinators provide supervision and ensure services are provided to help the youth successfully return to life in the community. Youth are expected to be productively engaged in continuing education, work, or a combination.

#### **Residential Care**

In order to provide safety and security to the community while meeting the individual treatment needs of committed youth, residential care is provided for youth who by past behavior or offense have demonstrated an inability to function satisfactorily in a community setting. The Division operates three levels of residential programs: Secure Care, Moderate Care, and Community Based.

Regionally based residential centers serve youth and their families as close to their home communities as possible and enhance the Division's ability to encourage parental participation in the treatment process. Residential centers are staffed to provide 24-hour security, treatment, and care to youth 365 days per year. Although some centers may have 30 youth or more, all are organized into treatment groups of ten to twelve youth.

Each residential program includes extensive counseling, life-skills training and an in-house education program approved and accredited by the Missouri Department of Elementary and Secondary Education.

The Division assures the special education needs of disabled youth are met through the provisions of the Division's Compliance Plan for Special Education as required by PL 94-142, and Individuals with Disabilities Education Act, Part B. An Individual Education Plan including both youth goals and staff strategies is developed for each special needs youth. Following is a description of the various types and levels of residential care.

**Reception and Diagnostics**

DYS contracts with juvenile courts that operate county government operated secure detention centers to provide reception, detention, and diagnostic services. These services are necessary to obtain diagnostic information for youth considered to be high risk to the community or themselves. This allows youth to remain in secure detention until placement occurs in a DYS program.

**Dual Jurisdiction**

The Division operates a secure care program in Montgomery City which serves youth sentenced under the dual jurisdiction provisions in Chapter 211.073, RSMo. This alternative sentencing provision allows certified youth to receive an adult and juvenile sentence with a suspended execution of the adult sentence. Treatment and educational services are provided to youth whose length of stay is significantly longer than other DYS students.

**Secure Care Treatment Centers**

The Division operates highly structured secure care programs in locked facilities. Secure care residents tend to be more serious and sophisticated offenders with longer offense histories, which may include crimes against people. As a group, these offenders tend to be older and may also include those who have been unsuccessful in moderate care programs. These youth require a higher degree of structure and supervision.

**Moderate Care Treatment Centers**

The Division operates programs which provide a moderate care environment. The programs include park camps located within a few state parks and operated in conjunction with the Department of Natural Resources. The target group for these programs is youth who cannot function as well in community environments and require a more structured setting. Typically, these youth have participated repeatedly in property offenses. They are not considered to be dangerous offenders, but instead require continuous structure.

**Community Based Treatment Centers**

The Division operates group homes as our least restrictive residential programs. The group home setting is typically in a residential area with a capacity for ten to twelve youth. Staff provides 24-hour supervision in a homelike setting. The target group for these programs is youth who are able to function in a community setting but require a more structured "home" environment. Typically, the youth are status or misdemeanor offenders.

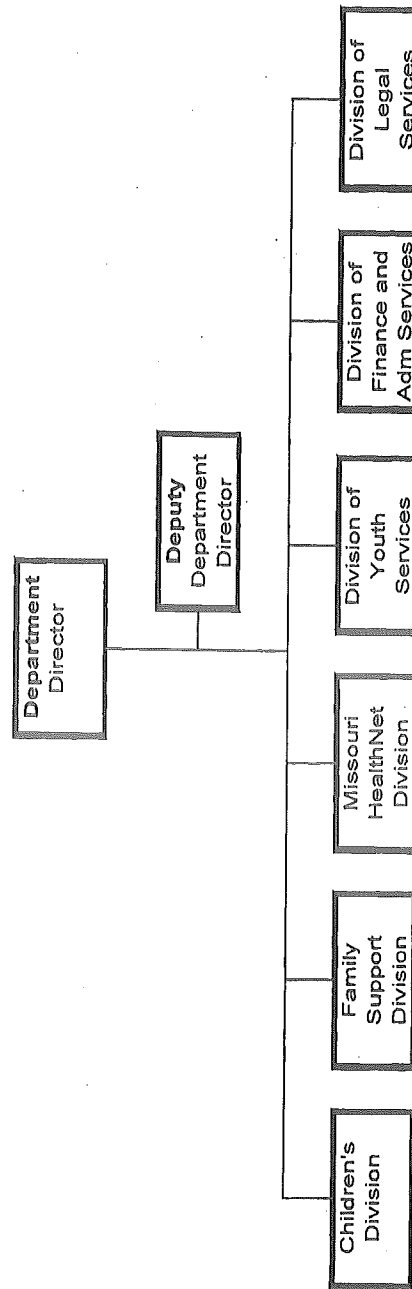
**Contractual Residential Services**

The Division utilizes contracts with private residential care providers within the state to provide residential care to DYS youth. Youth served through contractual care are those who require specialized services such as severely emotionally disturbed offenders. Youth for whom it is generally perceived could benefit from a specific contractual care setting may be placed in contractual care when an appropriate DYS bed space is not available. DYS is able to access existing Children's Division contracts for a limited number of appropriate youth.

Department of Social Services  
List of Boards and Commissions Assigned  
As of November 1, 2011

- Child Abuse and Neglect Review Boards (5 Boards)
- Child Fatality Review Board
- Coordinating Board for Early Childhood
- Division of Youth Services Advisory Board
- Drug Prior Authorization Committee
- Drug Utilization Review Board
- Medicaid Non-Pharmaceutical Mental Health Services
- MO HealthNet Oversight Committee
- Professional Services Payment Committee
- State Foster Care and Adoption Advisory Board
- State Rehabilitation Advisory Council for the Blind
- State Youth Advisory Board
- Task Force on Children's Justice

**DEPARTMENT OF SOCIAL SERVICES**  
Organizational Structure



**DEPARTMENT OF SOCIAL SERVICES**  
**FY2012 Salary Schedule**

Exec Level	Title	FY12 Exec Salary Range	FY12 Exec Salary Range
I	Department Director, Department of Social Services	85,128	\$123,972
II	Deputy Director, Department of Social Services	78,012	\$113,424
III	Division Director, MO HealthNet Division*		\$167,376
III	Division Director, Division of Family Support	71,544	\$103,860
III	Division Director, Division of Legal Services	71,544	\$103,860
III	Division Director, Division of Youth Services	71,544	\$103,860
III	Division Director, Children's Division	71,544	\$103,860
IV	Division Director, Division of Finance and Administrative Services	65,676	\$95,040

\* Actual Salary - currently over the Executive Level III range due to the incumbent being a physician.  
 An exception to the executive pay plan assignment was approved by the Personnel Advisory Board and the Commissioner of Administration.





GOVERNOR OF MISSOURI

JEFFERSON CITY

65102

JEREMIAH W. CLAY/NIXON  
GOVERNORP.O. Box 780  
(573) 751-3222

RECEIVED &amp; FILED

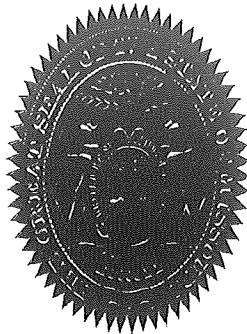
DEC 30 2011

The Honorable Robin Carnahan  
Secretary of State  
Capitol Building, Room 208  
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Transportation dated October 25, 2011 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

GOVERNOR

12/29/11

DATE

ATTEST:

SECRETARY OF STATE

[www.governor.mo.gov](http://www.governor.mo.gov)



105 West Capitol Avenue  
P.O. Box 270  
Jefferson City, Missouri 65102

Missouri Department of Transportation  
*Kevin Keith, Director*

573.751.2551  
Fax: 573.751.6555  
1-888 ASK MODOT (275.6636)

October 25, 2011

Kelvin Simmons  
Commissioner of Administration  
Capitol Building, Room 125  
P.O. Box 809  
Jefferson City, MO 65102

Dear Commissioner Simmons:

The Missouri Department of Transportation has had recent changes to its organizational structure due to the Bolder Five Year Direction. The Bolder Five Year Direction is a plan adopted by the Missouri Highways and Transportation Commission to make the Missouri Department of Transportation a smaller agency so more funding can be directed to needed road and bridge projects. As such, please find attached an updated salary schedule for management positions, an updated organizational chart, and an updated department plan document. All documents reflect the following organizational changes:

- The Community Relations Division has combined functions with the Organizational Results Division to form the Customer Relations Division.
- The community relations director and organizational results director job classifications have been eliminated and the customer relations director job classification has been established.
- The Controller's Division has combined functions with Resource Management to form the Financial Services Division.
- The controller and resource management director job classifications have been eliminated and the financial services director job classification has been established.
- The functions of the Right of Way Division have been moved to the Design Division.
- The Traffic Division has combined functions with the Highway Safety Division to form the Traffic and Highway Safety Division.
- The state traffic engineer job classification has been eliminated and the state traffic and highway safety engineer job classification has been established.



*Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.*  
[www.modot.org](http://www.modot.org)

Kelvin Simmons

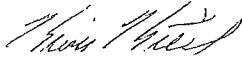
Page 2

October 25, 2011

- The assistant chief engineer job classification has been established.
- The director of program delivery and director of system management job classifications have been eliminated.
- The special assistant to the director job classification has been eliminated.
- The director of audits and investigations job classification has been retitled audits and investigations director.
- The district boundaries have been re-configured from ten districts statewide to seven districts statewide.

If you have questions or require additional information please contact Paul Imhoff, compensation manager, at (573) 522-5259.

Sincerely,



Kevin Keith, P.E.  
Director

sm/cp

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Attachments

**Missouri Department of Transportation****Departmental Plan**

Article IV, section 29 of the Missouri Constitution provides that there is a department of transportation which is administered by a highways and transportation commission which shall have authority over the administration of the state highway system and all other state transportation programs and facilities as provided by law, including, but not limited to, aviation, ports, waterborne commerce, railroads, and mass transportation. Article IV, section 29 was originally adopted in 1945 and subsequently amended in 1979 by voter approval of Constitutional Amendment No. 2, which merged the previously separate State Highway Department with the State Transportation Department and the State Highway Commission with the State Transportation Commission. Then, in 1996, Truly Agreed to and Finally Passed House Bill 991 amended Section 226.005 of the Revised Statutes of Missouri (RSMo) to give the Missouri Highways and Transportation Department the legal alias, "department of transportation," which became the Missouri Department of Transportation (hereinafter, "Department"). This statutory name change to the Department was later incorporated into Article IV, Section 29 by voter approval of Constitutional Amendment No. 3 in 2004.

Also, Section 226.040 RSMo provides that the Missouri Highways and Transportation Commission (hereinafter, "Commission") is to appoint a chief executive officer with the title of Director, Department of Transportation (hereinafter, "Director"). Under the direction of the Commission, the Director is to have general charge of, and be responsible for, the overall operations and performance of the Department. The Director is also responsible for the appointment of a chief engineer, chief financial officer, and other department heads and employees as the Commission deems necessary. The Department's mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

The Department pursues its mission through the following divisions/offices and district operations:

**Audits and Investigations** investigates allegations of fraud, waste, and abuse of department resources and provides internal control and audit assurance to the Department and the Commission. Audits and Investigations is also responsible for handling appeals of grievances and investigations into equal employment opportunity allegations.

**Bridge** produces structural designs and detailed plans for state highway bridges, including cost estimates and site-specific job provisions. The division also oversees the inspection of all state, city and county bridges as well as provides weight limits for all bridges.

**Chief Counsel's Office** provides legal representation and services to the Commission and the Department.

**Commission Secretary's Office** provides administrative support for the Commission.

**Customer Relations** manages the Department's information program including media relations and employee, stakeholder and customer communications; and provides department managers with the tools and expert consultation to drive performance excellence and provide excellent customer service.

**Construction and Materials** administers contracts and performs material testing to ensure that projects are of high quality and completed on time and within budget. Pavement selection and geotechnical information are provided for the design of roads and bridges. The division also performs research on products and processes to implement innovations for Missouri's transportation system.

**Design** is responsible for the location, environmental, and cultural resource studies required for initial evaluation of proposed projects; detailed route studies, ground surveys and aerial photography; design, plan preparation and cost estimation for state transportation projects; and letting highway construction and maintenance projects. Design is also responsible for right of way acquisition, the disposal or lease of excess land, and the regulation of outdoor advertising billboards and junkyards adjacent to state highways.

**Equal Opportunity and Diversity** is responsible for directing the Department's Affirmative Action Program and other initiatives aimed at achieving and maintaining a diverse workforce.

**External Civil Rights** is responsible for directing the Department's external affirmative action, equal opportunity, and nondiscrimination programs, which includes the Disadvantaged Business Enterprise (DBE) Program, On-the-Job Training (OJT) Program, Equal Employment Opportunity, Title VI, ADA, and all other nondiscrimination or affirmative action programs related to federal-aid contracting activities.

**Financial Services** manages the Department's budgeting, accounting, financial reporting, and financial policy development, and is responsible for managing the Department's state and federal funding and facilitating the efficient and accountable use of fiscal resources.

**General Services** is responsible for supporting the Department with policy development and the effective management of fleet, facilities, inventories and procurement of equipment, commodities and services.

**Governmental Relations** is responsible for working with federal, state, and local officials, stakeholders, the traveling public, and department staff to advocate the Department's objectives by advancing legislative initiatives designed to develop sound public policies relating to all modes of transportation.

**Human Resources** is responsible for continually developing and improving human resource processes that support the Department and its employees in contributing to a quality transportation system. Responsibilities include recruiting nationally for college graduates for placement throughout the state and administering employee development programs, personnel policies, the Department's pay system, and personnel records.

**Information Systems** is responsible for providing and improving information and

communication services used by employees of the Department through the operation and maintenance of local and statewide data networks and telephone services. Information Systems' staff provides applications programming expertise to support the engineering, financial, operational, and general information needs of the Department.

**Maintenance** is responsible for maintaining state highways and bridges, including preservation, upkeep, operation and restoration of roadways, bridges, signs, traffic control equipment and all appropriate facilities so they remain safe and usable.

**Motor Carrier Services** administers registration, fuel tax, permit, and safety programs for Missouri's motor carrier companies.

**Multimodal Operations** is responsible for administering state and federal programs that support and develop non-highway passenger and freight transportation, which include airports, passenger / freight rail operations, public transportation, and waterborne commerce. Major programs include capital improvements, operating support, technical assistance, safety outreach, and identifying freight efficiencies / opportunities.

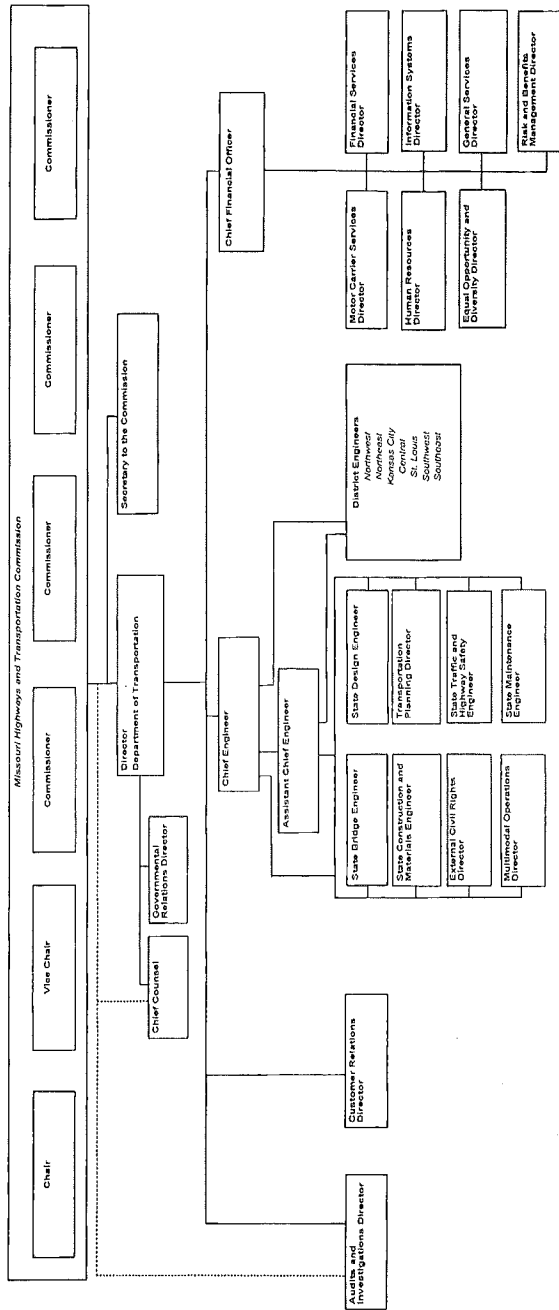
**Risk and Benefits Management** is responsible for managing the Department's employee benefits program and for administration of the Department's self-insurance operations, including workers' compensation, fleet liability, general liability, and property damage recovery. The safety and health programs are also functions of Risk and Benefits Management.

**Traffic and Highway Safety** is responsible for working with safety partners to implement education, enforcement, engineering, emergency medical services, strategies and public policies that are proven effective in preventing deaths and injuries from motor vehicle crashes. The division also provides statewide coordination of traffic incident management activities, work zone management, traveler information programs, and policy to support signing, striping, traffic signal operations, lighting, and roadway access programs throughout the state.

**Transportation Planning** is responsible for collecting, managing, and analyzing data to provide a single source of information to support the Department's decision-making processes. In addition, it is responsible for leading the development of the long range transportation plan and the Statewide Transportation Improvement Program.

**Districts:** Missouri is geographically divided into seven (7) Department of Transportation districts with a district office in each district. Each district office is led by a district engineer who is responsible for supervising all activities of the Department within that particular district.

## Missouri Department of Transportation



October 4, 2011

## Missouri Department of Transportation

## Management Salary Schedule

Title	Annual Salary
Director, Department of Transportation	\$164,599.92
Chief Engineer	\$131,448.00
Chief Financial Officer	\$127,608.00
Chief Counsel	\$120,408.00
Assistant Chief Engineer	\$119,616.00
District Engineer-Rural	\$93,732 - \$98,424
District Engineer-Urban	\$97,488 - \$109,896
State Bridge Engineer	\$98,424.00
State Design Engineer	\$98,424.00
State Maintenance Engineer	\$98,424.00
State Construction and Materials Engineer	\$102,300.00
State Traffic and Highway Safety Engineer	\$98,424.00
Information Systems Director	\$98,424.00
Human Resources Director	\$102,360.00
General Services Director	\$98,424.00
Motor Carrier Services Director	\$98,424.00
Financial Services Director	\$98,424.00
Transportation Planning Director	\$98,424.00
Multimodal Operations Director	\$93,732.00
Risk and Benefits Management Director	\$93,792.00
Audits and Investigations Director	\$93,792.00
Customer Relations Director	\$93,792.00
Governmental Relations Director	\$87,792.00
External Civil Rights Director	\$87,792.00
Equal Opportunity and Diversity Director	\$87,792.00
Secretary to the Commission	\$63,432.00

November 1, 2011